NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

April 13, 2012
9:00 AM- 12:00 PM
Buffalo Thunder Resort, Pojoaque

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES *for March 2, 2012*
7. PUBLIC COMMENTS

PRESENTATION ITEMS: Introduction of new staff members

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. **Election of Officers:**
Sponsor: Board of Directors. *Attachment*

B. **Presentation and Discussion of Voting Strengths Analysis.**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

C. **Presentation of Survey Results.**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

DISCUSSION ITEMS:

D. **Update of the Jim West Regional Transit Center:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Mitch Davenport, Project Manager.

E. **Financial Report for March 2012:**

Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Kelly Muniz, Financial Manager. *Attachment*

F. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

G. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

H. **Executive Report for February 2012 and Comments from the Executive Director:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

MATTERS FROM THE CHAIR

MATERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: May 4, 2012 at 9:00 am, location to be announced.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-438-3257 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, March 2, 2012

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Rosemary Romero at 9:00 a.m. at the Santa Fé Convention Center, Santa Fé New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	Councilor Geoff Rodgers	Ms. Anne Laurent
Taos County	Commissioner Dan Barrone	
Santa Fé County	Commissioner Kathy Holian	
Rio Arriba County		
Ohkay Owingeh		
Pojoaque Pueblo		Mr. Tim Vigil [T]
San Ildefonso Pueblo	Mr. Raymond Martínez [T]	
Santa Clara Pueblo		Ms. Mary Lou Valério

Tesuque Pueblo		
City of Santa Fé	Councilor Rosemary Romero	Mr. Jon Bulthuis
City of Española	Councilor Robert Seeds [T]	

Staff Members Present
Mr. Tony Mortillaro, Executive Director
Ms. Linda Trujillo, Service Development & Projects Manager
Mr. Gus Martínez, Transportation Manager
Mr. Peter Dwyer, Counsel for NCRTD
Ms. Kelly Muniz, Financial Manager
Mr. Ivan Guillen, Regional Manager

Guests
Ms. Judith Amer, City of Santa Fé
Mr. Mike Kelly, Santa Fé Trails
Mr. Andrew Jandáček, Santa Fé County
Mr. Mike Swallow, consultant with Personnel Systems & Services

4. INTRODUCTIONS

Those who were present introduced themselves to the Board.

5. APPROVAL OF AGENDA

There were no changes to the agenda.

Commissioner Holian moved to approve the agenda as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Special Meeting on February 1, 2012**
- **Minutes of Regular Meeting on February 10, 2012**

Commissioner Holian moved to approve the minutes of February 1, 2012 and February 10, 2012 as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

PRESENTATION ITEMS:

A. Presentation to Honor Chair and Board Director Rosemary Romero for Service to the NCRTD

Mr. Mortillaro spoke about the valuable service given by Councilor Romero while serving as Chair and Board Member on the NCRTD Board. He presented a token of the Board's appreciation to her. Several Board members thanked her for her service and the quality of her contributions.

Chair Romero said she would enjoy devoting her time to her business.

B. Presentation of Recognition for Retiring NCRTD Staff Member Ivan Guillen

Mr. Mortillaro spoke about Mr. Guillen's service as Operations Manager for the NCRTD. He started with the District in 2007 and during that time made a great contribution to make sure the buses were running and on time, well maintained, etc. That was the way he operated the system. He helped with the consolidation of the Rio Arriba County transit system with the NCRTD and which now had grown to 22 routes and many more drivers all due to his great efforts. He was a great addition to the staff and was appreciated for his service. On behalf of staff and Board of Directors, Mr. Mortillaro thanked him for his five years' service to the NCRTD.

Mr. Guillen thanked the Board and staff for recognizing his service. He opened a present from the NCRTD and thanked them for it. He said, "It's been a wild ride with the NCRTD since 2007." He said before 2007 he was involved with the NCRTD through the City of Española. He related that when people got on the bus they told him how it had helped their lives. He was grateful to Josette Lucero, Linda Trujillo and Jack Valencia for their help. He urged the Board to continue shepherding the NCRTD. He felt they had a great future ahead and was a system that people could depend on to get where they needed to go. He was looking forward to a little rest and might work some more.

ACTION ITEMS FOR DISCUSSION/APPROVAL

C. Approval of Resolution No. 2012-07 Establishing and Defining the NCRTD Subcommittee

Mr. Mortillaro introduced the issue regarding the current status of the Subcommittee. The current committee deals with finances and personnel so there were responsibilities that were not financial. The only member required to attend was the chair, Tim Vigil and the meetings were open to any board member who was available. So he never knew who was going to attend. Because of that, Mr. Vigil prepared some recommendations for proposed changes.

Mr. Vigil said he asked staff members some questions about the committee when he took over and was told there were no permanent members of the committee. That seemed difficult for getting things done. So his recommendation was to have five board members as permanent Subcommittee members with one from each of the four counties and one from tribal membership. He hoped the cities would be adequately represented by the counties on the subcommittee.

Chair Romero thought it was a good move. She had shared it with Mayor Coss. Mr. Caldwell had graciously accepted the Subcommittee Chair position before becoming the Taos County Manager. It was difficult to be the chair and have a full understanding of all of those issues. He had realized the need for consistency and now Chair Romero hoped there would be more committee work done between meetings of the Board so that the Board meetings might be scheduled for every other month. That was a future issue.

Mr. Mortillaro outlined some of the proposed responsibilities for the new structure. They included financial policies, making modifications in long term financial policies, review of the draft budget and budget modifications to be brought to the full board for review and approval. They would participate in conferences with the auditors. The auditors wanted to see a finance committee involved in the audit process.

The Board could request the committee to review other items as they were referred to the Subcommittee. The committee was required to meet 4 times a year for budget and audit purposes. The bylaws indicated the Board Chair appointed the chair of the subcommittee. If a vacancy occurred, it would be brought to the Board.

Councilor Rodgers agreed they wanted to have a committee charged with these items and he certainly supported it.

Chair Romero hoped that the Board would adopt this proposal. The recommendation was on the third page and there were 8 items that went with the resolution.

Councilor Seeds asked for clarification on voting. He asked if the votes would be weighted and thought if they were some decisions could be a majority of the full board.

Mr. Mortillaro explained that the quorum rules included having six members present for a quorum of the Board so this would not be a quorum with five members and would only make recommendations to the Board.

Councilor Seeds asked if even with the weighting of vote they still had to have six members.

Mr. Dwyer agreed. He clarified that it was not in the bylaws but by rule that a quorum was a majority of members and a majority of weighted votes. A quorum had to have both.

Councilor Seeds thought they had meetings where there were less than six members present.

Mr. Dwyer thought they might have done it incorrectly at some time in the past. A year ago the issue came up and since then they have made sure there were six members present and had a majority of weighted votes present.

Councilor Seeds thanked him for that information.

Commissioner Barrone said they needed to move forward with this.

Ms. Amer suggested a revision that would provide in membership "four counties or two cities" that wouldn't preclude a county representative.

Mr. Mortillaro clarified that no one was excluded from participating at meetings but they needed to have each county represented. With the proposed modification Santa Fé County and the City of Santa Fé could pick up two of the 4 seats and that was what they were trying to avoid. It depended on what the Board was most comfortable with. The public could attend as well but they needed equal representation from all counties in the district.

Ms. Amer understood the whole idea was to have 5 director members. She asked if they were to be appointed by the Chair.

Chair Romero agreed - the chair and five members.

Councilor Rodgers suggested they might change it so that a city representative could be substituted for the county representative.

Mr. Mortillaro said they utilized the word "director" to mean the elected official board member.

Chair Romero noted that Mr. Caldwell was not an elected official. Councilor Rodgers had proposed to change it to say that counties might be represented by a city representative within the county.

Councilor Rodgers said he meant director or designee.

Councilor Rodgers moved to approve the proposal as amended with the addition that counties might be presented by a city representative within the county. Ms. Valério seconded the motion and it passed by roll call voice vote with Los Alamos County, Rio Arriba County, Santa Fé County, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

Mr. Vigil thought this would help and thanked the Board.

D. Presentation and Discussion of 10 Year Capital Investment Plan and Possible Board Action

Mr. Mortillaro said this was required by the financial policy and the purpose was to plan over an extended period of time to ascertain what equipment was needed and have a replacement plan for them. It also incorporated what other funds were needed. A lot of it was taken from the financial policy.

He explained that this was only a planning document and any specific appropriation must be approved by the Board. So the numbers in the plan were only estimates. It could only be spent if the funds were in the current budget and had been approved by the Board.

The first set of expenditures provided a detailed listing on a spreadsheet that gave the original purchase date and when it needed replacement.

Mr. Martínez said they used the rules of NMDOT in this schedule. For the vehicles it used mileage and anticipated mileage. Some buses were estimated at 75,000 miles per year. So some of the buses had over 100,000 miles for two years of service.

Mr. Mortillaro went to the next item - maintenance of vehicles - those were components that would go in the maintenance facility. This would take place after building the District's own facility. It would require having some equipment to do it in-house.

Mr. Mortillaro explained that in the building the HVAC on the outside had to have a plenum for the distribution system. They put the grey sealing tape around the joints and it looked horrible against the blue building and looked poorly done. He didn't want to do a change order and wanted to correct it if money was available in the budget. He needed to find a way to correct it.

Chair Romero asked if that was to be in the 2013 budget.

Mr. Mortillaro agreed. It would be done with metal that matched the color of the building.

Mr. Mortillaro went next to the maintenance facility. The plan had been to have a full-blown maintenance facility and there was room physically there but for light maintenance only. There was no lift in it and very little equipment. Mr. Davenport had indicated they would only be able to put in a lift that would accommodate a 12-passenger van or lighter.

Consequently, they needed to contract out the rest of it. He would come back to the Board later with a discussion on contract maintenance and in-house maintenance. If they did in-house maintenance they would have to build a facility for it. There was plenty of room for it but the cost would need to be determined and a cost-benefit study undertaken. Some of that was done a few years ago but it needed to be refined much further. And if they decided to build it they would need to determine how to get the funding for it.

Councilor Rodgers asked for clarification whether some work could be done there.

Chair Romero agreed - some could be done on location.

Mr. Bulthuis commented that internal control was better.

Mr. Mortillaro said this was scheduled in the FY 17 plans and the Board would have more time to discuss it. The bus parking area at the new site wouldn't be paved but would just have base course only at present time. It would have lighting but no paving. It is something the Board needed to look at in the future. It was not included in FY 13 but he hoped for FY 14 to bring it forward.

The plan included a bus protective awning. At present there were no bus covers. This was an estimate to construct those awnings for buses to park under. It was a best guess and he would get additional information from Los Alamos County.

The next item was photovoltaic panels and electrical conversion. A lot of the reason for this project was

environmental. He wanted to investigate the possibility of putting PV panels either on the building or the bus awning. It was one way to reduce energy costs. It needed to be fleshed out more and he had put it in as a placeholder.

Commissioner Holian asked for something about timing on it.

Mr. Mortillaro said the main reason was that he had not been able to do the legwork yet. There were companies that would do it for a very low cost but they would take the power. So it required a bit more investigation if the Board felt it should be done sooner.

Chair Romero said for future action they would be approving this ten-year plan. If the Board wanted to move it up sooner that would be fine.

Mr. Mortillaro said he had considered if it was possible to use the land there for some additional type of purpose that would generate revenue. Perhaps they could consider some mixed-use venture that would generate on-going revenue for the district and also provide tax revenue for Española. If it was viable, he would like to explore further with the City of Española how they could do that.

At one time that property was going for commercial development. That was what was envisioned there for this commercial corridor in Española so it had a lot of value. On Riverside it was most valuable and the District would have put the facility on the back of the property if there had been no existing building there.

For the future he wanted to bring forward in the budget a company to help with developing it. It would involve the City and then come to the Board for approval. That was the thinking behind that item.

The next was federal reporting and software and Ms. Trujillo would address it.

Ms. Trujillo said they had been looking at securing vehicle location tracking software for a while. They needed to move forward away from the manual system and make it more viable for reporting. The District was part of a group being looked at. Eventually they needed to come out of dark ages of transit.

Mr. Mortillaro clarified that with the software they would be able to locate the vehicle at all times and know the estimated time of arrival for each of them.

Mr. Bulthuis stated; this investment is worth it, just for the location of buses.

Mr. Mortillaro said Atomic City Transit was also looking at this. Eventually it would allow a customer on a smart phone to know where the bus was and when it would likely arrive so there were a lot of apps that could benefit the RTD. There was a question about whether it would work in Taos Canyon and there were other questions to be answered.

Mr. Mortillaro went to the next item - the need for 75 bus shelters. Instead of trying to acquire all of them in one year, this spread it out over 5 or more years.

Linda said they had 52 shelters installed now but had close to 300 stops. Not all stops would have a

shelter but most of them would. Now they needed 75 and they had to be designed to meet ADA standards. That meant they were expensive and in the future could cost more. The shelters had to have a concrete pad and be permanently attached to the pad. Some of them might need heating.

Commissioner Holian asked about the determination of shelter locations.

Ms. Trujillo said for the priority of locations they would look at the driver reports about where the majority of riders were picked up.

Chair Romero commented that this was subject of a couple of recent articles in newspapers.

Ms. Trujillo said their intent was to spread it out over several years and use prioritization.

Mr. Mortillaro said some could be powered by PV panels to provide either heating or lighting or both.

Councilor Seeds thanked the staff for looking at PV and bus locators. It would help riders to be more patient, especially when weather was bad.

Mr. Mortillaro went next to the updated service plan. They last updated this in 2008 and they were good for 5 years. He suggested they might combine this with the Santa Fé MPO who were undertaking transit coordination studies now. They were spending money for it and the RTD was too. By combining efforts the District could utilize some of their resources. The MPO was open to it and they would discuss it further. In resource planning they wanted to avoid duplication.

Mr. Mortillaro went next to the fueling facility. The Board already knew about the card system and the RTD now paid retail rates for gasoline with the cards. But having an owned fuel facility the RTD could have wholesale rates except for in Taos and Santa Fé. This would require purchasing and installing an approved 2000 gallon gasoline tank. Delivery charges and the size of the tanker must be considered.

Ms. Amer made a comment about moving that item up on the schedule.

Mr. Mortillaro said they could move it up. The Board would get another shot at it when the budget was brought to the Board.

Chair Romero thought this was a good idea.

Councilor Seeds said he couldn't hear much of this report but really appreciated Mr. Mortillaro and staff efforts to run the program efficiently and offer better services. He looked forward to getting more information on these things and the cost savings that would result.

Mr. Mortillaro said they operated in Taos and Santa Fé and the main facility was in Española. Some drivers used their own water to wash the bus and their own electricity to clean the bus. That was going above and beyond and they needed to find a way to provide that through the county or city before deciding that none of those options would work. A small maintenance facility in Taos and Santa Fé might take care of the need. They were making do right now but needed to find the best way to have satellite facilities in the

future. He didn't know if $25,000 was enough for a shed there.

Ms. Amer asked about renting instead of building one.

Mr. Mortillaro agreed that was what they were going to try to do first.

Chair Romero said plan A would be renting or working with counties to address the issue - at least acknowledging that they had the issue.

Mr. Mortillaro went next to schedule holders at shelters. They would put up holders at bus stops and put schedules in them and NCRTD signage. They had not had the resources to do that before. They estimated that they would need 100 for people at the stops who wanted to see the schedule for this route. Thanks to those who have helped do that but they shouldn't have to rely on others to do them.

Ms. Trujillo said they had bus stop signs at a majority of stops but were still short. The schedule holders were four sided and would go on the bus stop pole. They would do it on a conjunctive basis.

Mr. Mortillaro said they would also put in trash receptacles where possible. They wanted to be a good corporate customer in the communities.

Councilor Seeds asked who was responsible for schedule postings and trash pick-ups.

Mr. Mortillaro said they didn't have staff now to do it but in the upcoming budget they would request adequate staffing for it. They had a volunteer in Taos doing it.

The last item was WiFi on buses. They wanted to start looking at that because some were lengthy routes and people had needs for them. There would be equipment and monthly service costs. They wouldn't do it on all routes but maybe for Edgewood and Taos.

A Board member noted they had a huge district and there were a variety of technologies. But at every single meeting there was trouble with telecommunications. He suggested that they look into a systematic way to have two-way communications for all the members.

Mr. Mortillaro said they would have the equipment to do that at the new facility - not analog but VOIP. And he hoped they would have their own server posted on the Cloud. They could do it through a company called IP 5280. He agreed it was a large problem. Fiber optic cable was coming to their location now. They might not be up and running by the time we occupy it in June. He didn't think they would turn on only a part of their network so the RTD might have to purchase one line on a month to month basis. It would cost about $700-800/month for a T-1 line. The building was wired for the latest technology. But they could use a laptop and a camera and see everyone on the screen. He still wanted people to be physically present but they could use that resource when necessary.

The question was really how to pay for all of this. The RTD policy has been to pay as we go and it was very hard to obtain financing for some of it. They would go after federal funding first. Most of them had an 80/20 match requirement and the balance would have to come from reserves for these one-time

purchases. At the bottom of the report were the totals and what the local match would be.

Most importantly was how it looked in the strategic plan. He met with the Los Alamos County Council and they worked out the NCRTD future allocation and the Council still needed to approve those but he had a good indicator on what those would be. He integrated those into a best case and moderate case scenario which were not in the packet. Mr. Mortillaro handed copies out to those present.

The hand out included the worst case scenario but that wouldn't happen because it had no money from Los Alamos County.

He made some modifications that were highlighted in yellow and red. For 2012 GRT revenue he now projected a decline from Los Alamos County and a slight decrease from Rio Arriba County but an increase from Santa Fé County and Taos County. He thought 2012 would provide $94,000 more than originally estimated. It was based on YTD raw data. What he did for 2013 was to lower the estimate to what they were seeing now. Santa Fé County seemed to be rebounding and Rio Arriba County had a glimmer of hope. They were not sure about Taos County but were being conservative in the estimate.

Councilor Rodgers said Los Alamos was expecting a 15% decrease next year.

Mr. Mortillaro said he kept close touch with the Los Alamos financial officer and what the Lab was doing. The Lab was accurate in forecasting. They utilized credits on future tax years and had great expertise in it.

The Board briefly discussed an article in the Los Alamos Monitor.

Mr. Mortillaro said Councilor Rodgers made a motion to allocate $400,000 for three years and now it was $520,000, $450,000 and $400,000 over the next 3 years.

Councilor Rodgers explained the multi-year thinking which was a compromise.

Mr. Mortillaro said it was a reduction from prior years but at this point, it was a 3 year commitment the District could work with. And it wouldn't preclude approaching the Los Alamos Council in the future. The changes at the lab will have an impact on them and the region in the future. While he was at Los Alamos a plan was developed on the footprint of the complex (3 years ago). Some of that had been resurrected and might find itself through Congress - how to balance the budget for the long term.

Councilor Rodgers' comment was inaudible.

Mr. Mortillaro said their cost allocation in return for regional services would decline or remain flat. But it wouldn't change the percentages approved in FY 12 - 20% for Los Alamos County, 14% for Santa Fé City, a percentage for the Rail Runner and then a percentage for the other county services.

He pointed out that if federal funding remained flat it was evident here that the RTD would be doing okay. If any of those change, he would bring it back to the Board for changes. Service reduction would be the last thing reduced.

Chair Romero said the negotiations with the Rail Runner for 50% of the Santa Fé GRT were ratified with a modification.

Mr. Mortillaro went to the moderate scenario and described what would happen. Los Alamos revenue was driving the 6.49 figure there.

There might be other changes there and if they got only 50% from the feds they would use the 30% reduction number in the strategic plan. The federal allocation was still not known because they had not come to decision on funding yet. He would probably hear more next week at the legislative conference in D.C.

Mr. Mortillaro said DOT changed their formulas in November in anticipation of lower funding. It would be the rural areas that would get that money like the RTD. Depending on where their costs were, the threshold would determine what this District would get.

He assured the Board that the District would get through this economic condition and would have to take some action if the worst happened. In the meantime he would closely monitor it.

Commissioner Holian asked if Edgewood went to a larger bus how that would fit into the replacement schedule.

Mr. Mortillaro said there was an increase in some of the current passenger sizes. He would come back to it later.

Mr. Martinez said they got an award and had some buses that were a bit larger. The 28 passenger size was already in the fleet and would be used for Edgewood.

Mr. Mortillaro added that they were providing the training for CDL licenses for the drivers thanks to Santa Fé County funding. When they were driving the drivers become RTD employees. It was becoming a very popular route and would continue to rise as gas prices went up. So they were moving from a 14 passenger to a 28 passenger bus. The CDLs would be awarded next week.

There was some speculation that 28 wouldn't be enough but they could not put a 40 passenger bus on that route now. We only had three of those buses doing routes and one back up. They didn't have a 32 passenger vehicle either. This summer they might be able to change buses along the way. He felt they were doing the best they could here. The problem was if they put the larger size on the route and then didn't fill the seats. They could purchase another 40 passenger bus but would have to change the application with DOT. They had been flexible in the past.

Councilor Seeds appreciated the information and hoped they could do everything possible to increase the services to fill the needs.

Chair Romero said they were making sure they could sustain services based on the budget and not promise the world. They were looking at reduced revenues but wanted to address the needs in these four

counties as much as possible within budget constraints. It would be a challenge. This was their first scenario set and was glad to see them to help with the decisions. It was offered for approval here. Mr. Mortillaro would be coming back with revisions.

Mr. Mortillaro said they would incorporate these changes and take them to the Finance Committee who would forward their recommendation to the Board at the April meeting.

Commissioner Holian moved to accept the ten-year plan with changes noting flexibility. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

DISCUSSION ITEMS:

E. UPDATE OF THE JIM WEST REGIONAL TRANSIT CENTER

Mr. Mortillaro reported briefly. He said the proposals came in this morning. The building was still 95% completed. They were holding off on flooring right now.

Councilor Seeds asked about the parking lot.

Mr. Mortillaro said regarding the site work that the contractor was revising the change orders and he would see the final numbers on Monday. They went out and looked at the add alternates and dug 8-9 feet down and saw no water table so that was a good sign and that would reduce costs.

Councilor Seeds noticed a pool of water on top for several months and didn't percolate. He wondered if there was a water leak there.

Mr. Mortillaro said the water there was stagnant and had no chlorine in it. That area would become a detention pond at some point in the future. They were not getting high water bills and there was no water line from the city located there so it was evident the water was not from a water line leak.

F. FINANCIAL REPORT FOR FEBRUARY 2012

Ms. Muniz provided the financial report and explained it to the Board. It had 5 months of GRT. She said two checks from Rio Arriba got lost. She reviewed each county's information. Grant revenue had increased from NMDOT and the feds. Expenditure budget overall was at 67% of the year and the next four pages showed they were right at budget.

The title should say FY11 not FY 10. The last 3 pages were broken out by operations, administrative and capital expenditures.

Chair Romero like the graph presentations that were much more understandable.

Commissioner Barrone asked about the budget rate for gasoline.

Ms. Muniz said it was based on $4.50 per gallon.

Chair Romero thought it would affect driving patterns.

G. FINANCE/REGIONAL COORDINATION AND CONSOLIDATION SUBCOMMITTEE REPORT

Mr. Vigil had no additions to the report. He said at the last meeting they went through the revised personnel rules and regulations and talked about what was voted on earlier regarding the subcommittee membership.

Chair Romero said the personnel regulations and policy discussion and action were in the minutes.

H. EXECUTIVE REPORT FOR REBRUARY 2012 AND COMMENTS FROM THE EXECUTIVE DIRECTOR

Mr. Mortillaro said the report was in the packet and he had no added comments.

I. CLOSED SESSION

Commissioner Holian moved to go into executive session pursuant to NMSA 1978, Section 10-15-1.H(2) to discuss limited personnel matters. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, San Ildefonso Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

The Board went into closed executive session at 11:42 p.m.

At 1:50 p.m. the Board returned to open session.

Chair Romero announced to the public that during the closed session no actions were taken and the only matters discussed were those allowed by NMSA 1978, Section 10-15-1.H(2) - limited personnel matters.

Councilor Rodgers moved that the Board adopt option 2 from the compensation study by Personnel Systems & Services as the basis for the Executive Director's pay. He further moved that the Board increase the pay for the Executive Director to the minimum of option 2 as the pay rate for the Executive Director (4.375% increase). Commissioner Barrone seconded the motion and it passed by majority roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo and the City of Santa Fé voting in favor and San Ildefonso Pueblo and City of Española voting against.

Councilor Seeds explained that he voted against because he didn't feel this motion followed the protocol from October for a six month evaluation and this was just five months later.

MATTERS FROM THE CHAIR

Chair Romero announced that this was her last meeting and that Mayor Coss would be replacing her on the Board.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

The next Board meeting was scheduled for April 13, 2012 at 9:00 a.m. at a location to be announced.

ADJOURNMENT

Chair Romero adjourned the meeting at 2:00 p.m.

Approved by:

_____
Rosemary Romero, Chair

Attest:

_____
Geoff Rodgers, Secretary-Treasurer

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: April 13, 2012
Agenda Item #A

Title: Election of Officers

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: Article X- Officers, in the adopted Board of Directors Bylaws provides for the election of Officers every other year at the April meeting of the Board. The last election of Officers occurred in April 2010. Officers serve a two (2) year term in the position. The Officer positions are as follows; Chair, Vice Chair and Secretary and Treasurer which over the years has been combined as Secretary/Treasurer. Further guidance on the responsibilities is listed in Article X. The current officers and their terms are as follows:

Chair – Vacant
Vice Chair – Española Councilor Robert Seeds (elected in April 2010)
Secretary/Treasurer – Los Alamos County Councilor Geoff Rodgers (interim appointment approved by the Board in January 2012)

Background: NA

Recommended Action: It is recommended that the Board elect officers.

Options/Alternatives: NA

Fiscal Impact: None

Attachments:

Article X - OFFICERS

c) **Notice.** After 60 days notice has been provided to the member Government Unit with no response the Board may act on the 2/3 majority vote to remove that member pursuant to Sections 73-25-6 and 73-25-17 of the Act.

ARTICLE X
OFFICERS

Section 10.01. **Identification.** The Board shall elect or appoint a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 10.02. **Officers of the Board.** Officers of the Board shall be Tribal Governors, Tribal Council members or elected officials.

Section 10.03. **Election.** The Board shall elect Officers every other year at the April meeting of the Board. The currently elected Board shall elect Officers by simple majority vote after canvassing each member as to their interest in service, time availability, and qualifications.

Section 10.04 **Election of Chair and Vice Chair.** The election of the Board Chair and Vice Chair may alternate between Tribal and non Tribal members.

Section 10.05. **Term.** Each Officer shall serve a two (2) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of their term or until a successor is elected or appointed or the Officer is lawfully removed pursuant to State law or these Bylaws. Officers may serve unlimited terms.

Section 10.06. **Removal of Officers.** Any Officer of the Board may be removed at any time by a two-thirds majority vote of the voting units of all members of the Board.

Section 10.07. **Vacancies.** If a vacancy exists in any office, the Chair shall appoint a Director to fill such vacancy until the next regular meeting of the Board, when an election will be held. The term of the Office shall be until the next annual election of officers.

Section 10.08. **Duties of the Officers.**

(a) Chair. The Chair shall:

(1) Have the power to call meetings of the Board and to preside over such meetings;

(2) Have the power to execute, deliver, acknowledge, file and record on behalf of the District such documents as may be required by the Act or other applicable law;

(3) Have the power to execute and deliver contracts, deeds and other instruments and agreements on behalf of the District as are necessary or appropriate in the ordinary course of its activities or as are duly authorized or approved by the Board;

(4) Have such additional authority, powers and duties as are appropriate and customary for the office of the Chair of the Board of Directors of entities such as the District, and as the Board may otherwise prescribe.

(b) Vice Chair. The Vice Chair shall:
   (1) Be the Officer next in seniority after the Chair and, upon the death, absence, or disability of the Chair, shall have the authority, powers and duties of the Chair;
   (2) Have such additional authority, powers and duties as are prescribed by the Board.

(c) Secretary. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer. The Secretary shall:
   (1) Designate a staff member who will carry out the work of the Secretary, under the day-to-day supervision of the Executive Director but with responsibility lying with the Secretary;
   (2) Give, or cause to be given, notice of all meetings (including special meetings) of the Board;
   (3) Keep written minutes of such meetings;
   (4) Be responsible for the maintenance of all records and files and the preparation and filing of reports to governmental agencies (other than tax returns);
   (5) Have such other authority, powers and duties as are appropriate and customary for the office of Secretary of entities such as the District, and as the Board may otherwise prescribe.

(d) Treasurer. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer. The Treasurer shall, subject to rules and procedures established by the Board:
   (1) Designate a staff member who will carry out the work of the Treasurer, under the day-to-day supervision of the Executive Director but with responsibility lying with the Treasurer;
   (2) Be responsible for the custody of the funds and all stocks, bonds and other securities owned by the District;
   (3) Be responsible for the preparation and filing of all tax returns, if any, required to be filed by the District;
   (4) Receive all moneys paid to the District and, subject to any limits imposed by the Board or the Chair, shall have authority to give receipts and vouchers, and endorse checks and warrants in the District's name and on the District's behalf, and to give full discharge for the same;
   (5) Sign checks and warrants, but must secure the signatures of either the Executive Director or one other Board Officer. In the absence of the Executive Director, the signature of a second Officer may sign;
   (6) Have charge of disbursement of the funds of the District, shall keep full and accurate records of the receipts and disbursements, and shall deposit all moneys and other valuables in such depositories as shall be designated by the Board;
   (7) Deposit and invest all funds of the District in accordance with the laws of the State applying to the deposit and investment of funds of regional transit districts formed under the Act;
   (8) Have such additional authority, powers and duties as are appropriate and customary for the office of Treasurer of entities such as the District, and as the Board may otherwise prescribe.

ARTICLE XI
MEETINGS OF THE BOARD

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: April 13, 2012
Agenda Item #B

Title: Presentation and Discussion of the Voting Strengths Analysis and Possible Action.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: When the amended Intergovernmental Agreement was approved in 2007 the population data table in the voting strength's analysis was updated. Since then the population data has not been updated. In order to be current with population data changes, the 2010 Census has been reviewed to ascertain what impact any population changes in the District would have on the voting strength calculations. In reviewing the census population numbers, the same sources of data were utilized as in the original voting strengths methodology. Those sources are: *US Census Bureau and Bureau of Indian Affairs, Local Estimates of Indian Service Population and Labor Market Information, 2005*. Based upon the population changes an alteration in voting units would be recommended for the City of Espanola. All other members voting units are not affected by the changes in population.

Background: When the Intergovernmental Contract was approved for the formation of the District in 2004 a Voting Strengths Analysis was conducted and the current weighted voting methodology was adopted. In 2007 the population numbers were reviewed and no change in voting strengths was merited. In 2010 the first full census occurred since the District was formed and as a result it was important to review what if any impact population growth has had upon the weighted voting units.

Recommended Action: It is recommended that the Board discuss the findings of the voting strengths analysis and provide direction to staff as listed under options/alternatives.

Options/Alternatives:

a) Accept the voting strength analysis and direct staff to bring forth a resolution providing for the amendment of the Intergovernmental Contract and By-laws.
b) Bring the item back for discussion at the May 4 Board Meeting, therefore providing member governments staffs the opportunity to review and confirm the population numbers in the voting strengths analysis.

c) Take no action therefore providing for the existing voting units.

Fiscal Impact: None

Attachments:

- Appendix B from the IGC
- Voting Strengths Analysis matrix

APPENDIX A
DETERMINATION OF THE BOUNDARIES OF THE DISTRICT

The Boundaries of the District may, subject to Articles II and III hereof, consist of Governmental Units located within or containing the boundaries of Los Alamos, Río Arriba, Taos or Santa Fe Counties. The attached map shows the boundaries of the District.

APPENDIX B
VOTING STRENGTH ANALYSIS

METHOD USED

The following analysis began as a look at two methods:

a) a weighted method based on absolute population numbers, with the population of the smallest unit divided into the populations of the other units to determine voting strength. With this method, the smallest governmental unit receives "1.00" vote;
b) a threshold method based on population ranges, rather than absolute numbers. The threshold analysis included a variety of threshold combinations.

At the January 28, 2004, meeting of the "Documents" Subcommittee of the NCRTD, it was decided to use a threshold method. This was based on the fact that using the absolute population to calculate voting strength resulted in the smaller governmental units having almost no representation relative to the larger units. The weighted method is used in the East where a number of communities combine for a purpose like the NCRTD, but where relative populations are not so far apart.

The threshold method deals with these large population disparities. The Committee experimented with a number of different thresholds and decided to use the following thresholds (x1000): 5/10/20/40/80.

The method works as follows: each Member ("governmental unit") of the NCRTD is entitled to one vote (1) by virtue of being a Member. Each time its population crosses a threshold, it gains another vote. The minimum vote strength is "1" and the maximum is "6". Since no Member has population sufficient to cross the (80) threshold, the maximum at present is only "5" votes.

As can be seen from the Tables at the end of this analysis, the threshold method increases the voting strength of the smaller NCRTD Members relative to the larger ones (Santa Fe County and Santa Fe City).

SOURCES FOR POPULATION FIGURES

The population figures used in the analysis come from several sources. Population data for the New Mexico State governmental units (counties and cities) comes from the US Census Bureau's (USCB) website. The USCB conducts intercensal data collection on an annual basis and publishes this in July each year, following the year the data was collected. Therefore, the data for US governmental units for 2002 is released in July 2003.

The USCB does not conduct similar intercensal data collection for Tribes/Pueblos/Nations, so their data comes from two sources: the USCB decennial census (in this case, the 2000 Census) and the Bureau of Indian Affairs (BIA) local service population figures. This data is supplemented by information coming from individual Pueblos regarding their enrolled, resident, population.

The population data sources are:

NM State governmental units: Table *SUB-EST2002-10-35-New Mexico Incorporated Place Population Estimates, Sorted Within County: April 1, 2000 to July 1, 2002*; Population Division US Census Bureau; released July 10, 2003; http://eire.census.gov/popest/data/cities/tables/SUB-EST2002-10-35.pdf

Pueblo governmental units: GCT-PH1. Population, Housing Units, Area, and Density: 2000; Census 2000 Summary File 1 (SF 1) 100-Percent Data; New Mexico -- American Indian Area; http://factfinder.census.gov/servlet/GCTTable?_bm=y&-geo_id=04000US35&-_box_head_nbr=GCT-PH1&-ds_name=DEC_2000_SF1_U&-format=ST-8

Pueblo governmental units: Bureau of Indian Affairs, *Local Estimates of Indian Service Population and Labor Market Information*, 2001 Labor Force Data (as provided by Mark Tibbets, 2-26-04 and supplemented by Santa Clara Pueblo (for their numbers) in a phone conversation with the Pueblo enrollment officer in early March 2004). Numbers in this table reflect "Total Eligible for Services" in the category: "Service Population on-or-near Reservation".

Updated Information: The data for the table that was updated in 2007 was derived from 2005 Census Population Estimates. http://www.census.gov/popest/cities/SUB-EST2006-4.html

NON-DUPLICATION OF POPULATION NUMBERS

When counting population for Members of the Regional Transit District, population data from one Member does not count in the population for other Members. For example, Española City data do not count in the population numbers for Río Arriba County. Similarly, data for Santa Clara Pueblo (enrolled and resident on the Pueblo) do not count for Río Arriba County.

This last example brings up an important point: a couple of Pueblos cross county boundaries. Adjusting County population figures in these cases will require discussions among the Members involved in order to determine how numbers will impact the population figures used by the counties for purposes of voting strength. It is likely, for instance, that most Pueblo residents live close to the administrative and economic center of the Pueblo; including all other residents living on the periphery of the Pueblo may not matter for adjusting county Member figures so that for the sake of simplicity, all Pueblo residents would count against the data for a single county Member.

VOTING STRENGTH ANALYSIS

FINAL ANALYSIS – 5/10/20/40/80 THRESHHOLDS						
Member	**Population[1]**	**Population % of Total**	**Member Unit**	**Population Units[2]**	**Total Voting Units**	**Voting Units % of Total**
Española City	9,599	4.1	1	1	2	7
Los Alamos County	18,858	8.2	1	2	3	10
Taos County	26,417	11.5	1	3	4	14
Pojoaque Pueblo	255	0.1	1	0	1	4
Río Arriba County	29,434	12.7	1	3	4	14
San Ildefonso Pueblo	644	0.3	1	0	1	4
OhkayOwingeh Pueblo	2,688	1.2	1	0	1	4
Santa Clara Pueblo	1,600	0.7	1	0	1	4
Santa Fe City	70,830	30.7	1	4	5	18
Santa Fe County	69,971	30.3	1	4	5	18
Tesuque Pueblo	440	0.2	1	0	1	4
TOTAL	**230,736**	**100.0**	**11**	**17**	**28**	**101**

TOTAL MEMBERS…11
TOTAL VOTING UNITS…28
QUORUM REQUIREMENTS….6 Members AND 15 Voting Units

SIMPLE MAJORITY VOTE…...15 Voting Units
TWO-THIRDS VOTE…….. 19 Votin

[1] Population estimates were extracted from 2005 United States Census data.
[2] Voting Units are awarded in the following manner: All Members receive one (1) vote by virtue of being a Member. Members receive one (1) additional vote for population between 5000 and 9,999; an additional vote for population between 10,000 and 19,999; an additional vote for population between 20,000 and 39,999; an additional vote for population between 40,000 and 79,999; an additional vote for population equal to or greater than 80,000.

VOTING STRENGTH ANALYSIS – 2010 Census Update - April 2, 2012

FINAL ANALYSIS – 5/10/20/40/80 THRESHHOLDS						
Member	**Population[1]**	**Population % of Total**	**Member Unit**	**Population Units[2]**	**Total Voting Units**	**Voting Units % of Total**
Española City	~~9,599~~ 10,244	~~4.1~~ 4.35	1	~~1~~2	~~2~~3	~~7~~10.3
Los Alamos County	~~18,858~~ 17,950	~~8.2~~ 7.63	1	2	3	~~10~~10.3
Taos County	~~26,417~~ 32,937	~~11.5~~ 14.00	1	3	4	~~14~~13.8
Pojoaque Pueblo	~~255~~ 367	~~0.1~~ 0.16	1	0	1	~~4~~3.4
Río Arriba County	~~29,434~~ 25,611	~~12.7~~ 10.23	1	3	4	~~14~~13.8
San Ildefonso Pueblo	~~644~~ 672	~~0.3~~ .29	1	0	1	~~4~~3.4
Ohkay Owingeh Pueblo	~~2,688~~ 2,791	~~1.2~~ 1.2	1	0	1	~~4~~3.4
Santa Clara Pueblo	~~1,600~~ 3,132	~~0.7~~ 1.33	1	0	1	~~4~~3.4
Santa Fe City	~~70,830~~ 67,947	~~30.7~~ 28.9	1	4	5	~~18~~17.2
Santa Fe County	~~69,971~~ 74,749	~~30.3~~ 31.7	1	4	5	~~18~~17.2
Tesuque Pueblo	~~440~~ 435	~~0.2~~ .18	1	0	1	~~4~~3.4
TOTAL	**~~230,736~~ 235,303**	**~~100.0~~ 99.97**	**11**	**~~17~~18**	**~~28~~29**	**~~101~~99.6**

TOTAL MEMBERS…11
TOTAL VOTING UNITS…~~28~~29
QUORUM REQUIREMENTS….6 Members AND 15 Voting Units

SIMPLE MAJORITY VOTE…...15 Voting Units
TWO-THIRDS VOTE…….. 19 Voting ~~Uni~~Unitsts

[1] Population estimates were extracted from ~~2005 United~~2010 United States Census data.
[2] Voting Units are awarded in the following manner: All Members receive one (1) vote by virtue of being a Member. Members receive one (1) additional vote for population between 5000 and 9,999; an additional vote for population between 10,000 and 19,999; an additional vote for population between 20,000 and 39,999; an additional vote for population between 40,000 and 79,999; an additional vote for population equal to or greater than 80,000.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: April 13, 2012
Agenda Item #C

Title: Presentation of Survey Results.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: Presentation of the results of the Districts first customer perception survey and data collection.

Background: In October 2011 the District staff created a survey instrument to collect certain data regarding the perceptions of the riders on the Districts various routes and related demographic characteristics. An open ended question was also, included in the survey to solicit rider feedback. The survey documents were then inputted into a data base by Southwest Planning and Marketing and analyzed.

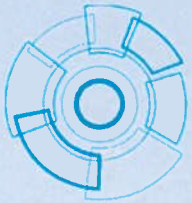
Recommended Action: No action.

Options/Alternatives: NA

Fiscal Impact: None, however customer requests for additional service improvements do have budgetary impact.

Attachments: Power Point presentation of the survey results.

RTD Survey 2011



SOUTHWEST
PLANNING AND MARKETING

RTD SURVEY

A survey was conducted at the end of 2011 to determine:

- Who is riding the Blue Bus
- Why they're riding the Blue Bus
- How we can better serve our ridership

- A total of 484 surveys were collected.

- Customers were asked various questions to determine expectations and feelings about the service delivered.

SERVING NORTH CENTRAL NEW MEXICO

Executive Summary

- Customers are **very satisfied** by the service provided by RTD.
- Having the RTD network as transportation to work is **essential** for many customers.
- The RTD network is often **the only transportation possibility** for customers.
- Many riders use the transit system **every weekday**.
- Many would also use the system on **weekends** if available.
- Close to one-fifth of riders surveyed live in Espanola.

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Use of the Service

Customers were asked how many days a week they ride the Blue Bus.

- Close to half of the respondents (46.4%) ride five days a week.
- Another third of customers ride three days a week (16.3%) or four days a week (16.7%).
- 11.9% of customers ride the Blue Bus two days a week, while 6.1% ride one day a week.
- 2.5% of customers do not use the Blue Bus regularly.
- Four-fifths of respondents (81.7%) would ride the Blue Bus if offered on the weekend.
- Two-thirds of respondents do not have a working personal vehicle.

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RTD Survey: 2011

Why They Ride the Bus

Customers were asked their primary reason for riding the Blue Bus.

- A quarter of respondents (25.5%) ride the Blue Bus to save money.
- 18.6% ride the Blue Bus because they don't have a vehicle..
- 14.8% ride the Blue Bus to get to work.
- 9.3% use the Blue Bus to get to school.
- 7.2% ride because of the cost of gas.
- 6.1% use it as transportation to medical appointments.
- Other reasons include transportation to recreation and shopping, environmental concerns, and lack of driver's license.

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Knowledge of RTD

Customers were asked how they heard about the Blue Bus.

- Over half of respondents (52.2%) heard about the Blue Bus from a friend.
- Print and newspapers ads (16.2%) were also a popular way to learn about the Blue Bus.
- Respondents also learned through:
  - Community events (11.0%)
  - The Internet (7.3%)
  - Radio (.4%)

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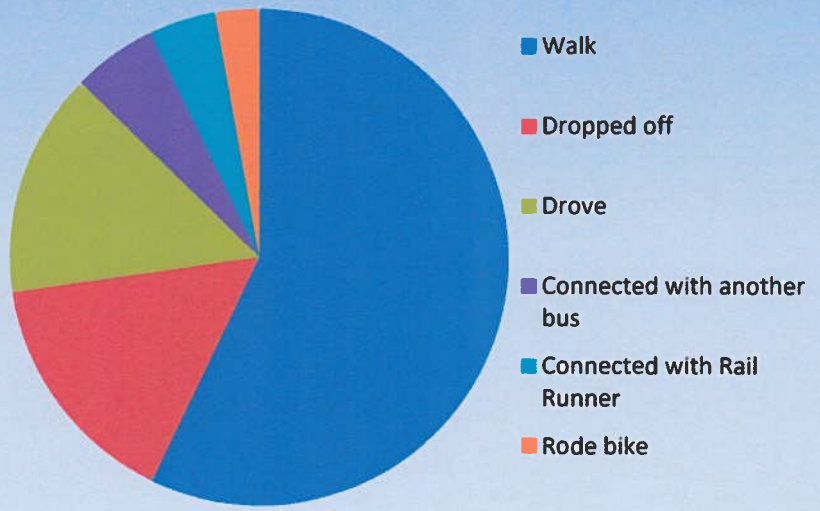
RTD Survey: 2011

How Do You Reach the Bus Stop?

- Over half of respondents (56.3) walked to the bus stop.
- 15.4% were dropped off by someone.
- 14.5% drove their car.
- 5.4% connected with another bus.
- 4.3% connected with the Rail Runner.
- 2.8% rode their bike.



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Residence

Customers were asked in which community they reside. Answers show that the RTD serves people from a huge variety of locations in northern New Mexico. The response "Other" scored third with a 16.1%, and represents 23 small communities.

The top responses are:

- City of Espanola: 19.3%
- Rio Arriba County: 17.8%
- Santa Fe (includes city and county) 13.9%
- Taos County: 13.5%
- Various Pueblos : 12.4% (this includes riders from 9 different Pueblos)

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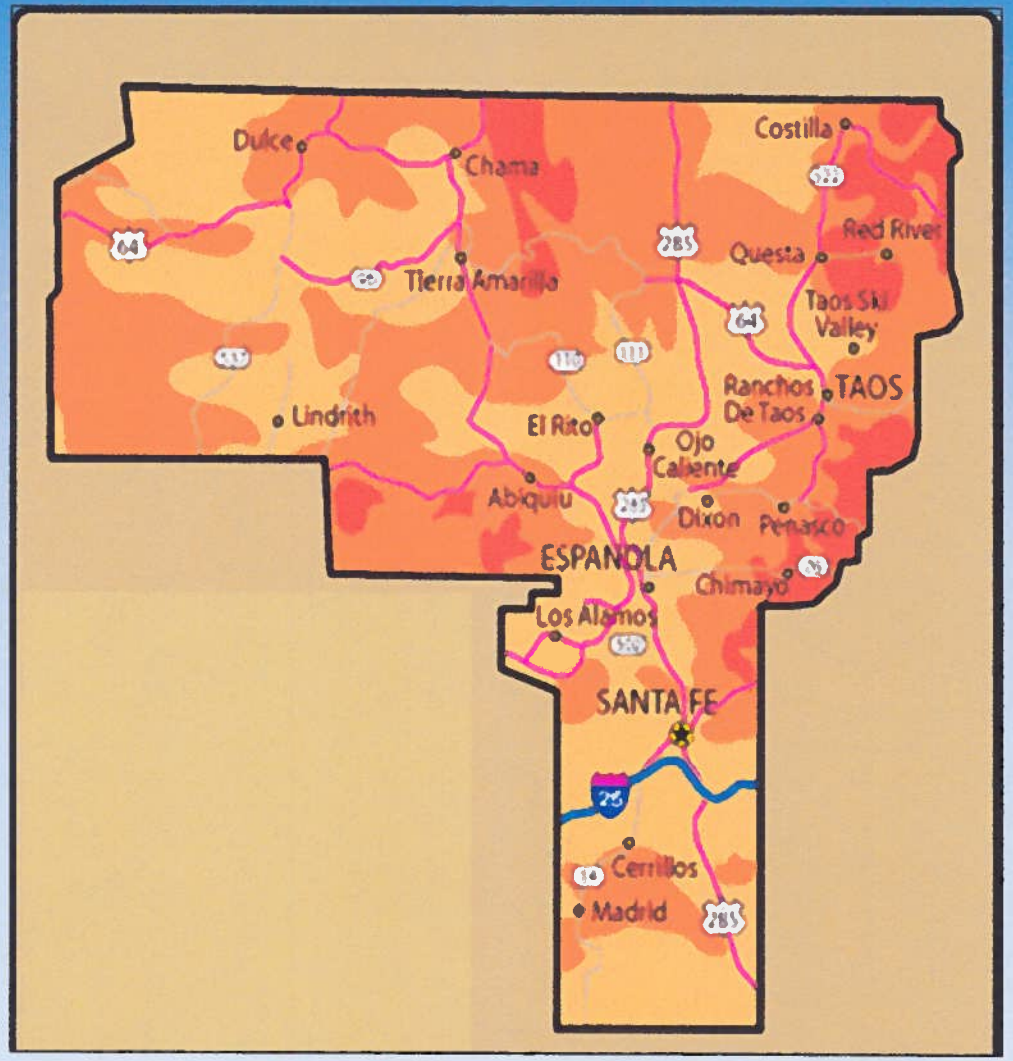
RTD Survey: 2011

Riders we surveyed live in a wide variety of communities, including:

Santa Fe
- City of Santa Fe
- Eldorado
- Santa Fe County

Hernandez
Santa Cruz
Arroyo Seco
Velarde
Chamita
El Rito
Chamisa
Chimayo
Truchas
Pojoaque
Tesuque
Ojo Caliente
Bernalillo



Cerro
Estancia
El Duende
Sedillo Hill
Moriarty
Stanley
Chama
Albuquerque
Rio Rancho

Pueblos of:
- San Ildefonso
- Ohkay Owingeh
- Santa Clara
- Nambe
- Isleta
- Zia
- Santa Domingo
- Tesuque

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Beginning of Trip

Customers were asked on which Blue Bus route they began their trip on the day of the survey.

- Three routes were most popular:
  - Espanola to Riverside: 12.9%
  - Penasco to Taos: 11.3%
  - Espanola to Westside: 10.0%
- These routes had five to ten percent responses:
  - Espanola to Santa Fe: 7.9%
  - El Rito to Ojo Caliente: 6.3%
  - Chama to Espanola: 5.9%
  - Eldorado to Santa Fe: 5.9%
  - NM 599: 5.2%

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RTD Survey: 2011

- Other routes for beginning their trips included:
  - San Ildefonso 4.8%
  - Pojoaque Route 4.5%
  - Santa Clara 4.3%
  - Questa with Penasco Pickups 4.1%
  - Edgewood to Santa Fe 3.8%
  - Questa to Red River 3.8%
  - Tesuque to Santa Fe 2.7%
  - Chimayo to Las Trampas 2.5%
  - Espanola-Los Alamos-Pojoaque 2.3%
  - Espanola to Chimayo 1.8%

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End of Trip

Customers where asked at which stop they exit the bus when they ride.

- The most common exit point was the Espanola, Riverside bus stop (13.8%)
- Three other stops have greater than ten percent of bus riders exiting:
  - Penasco to Taos 11.3%
  - Espanola to Santa Fe 10.4%
  - Espanola, Westside 10.1%
- Other popular exits were:
  - El Rito to Ojo Caliente 6.2%
  - Chama to Espanola 5.8%
  - Eldorado to Santa Fe 5.3%
  - Pojoaque Route 5.3%
  - NM 599 4.8%

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RTD Survey: 2011

- Least used stops were:
  - San Ildefonso 2.5%
  - Questa with Penasco Pickups 2.5%
  - Chimayo - Las Trampas 2.3%
  - Espanola - Chimayo: 0.9%

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Demographics

- 44.3% of respondents are White/Hispanic
- 20.2% are White/Non-Hispanic
- 24.5% of respondents are American Indian/Alaska Native
- 2.6% are Black-African American
- 1.5% are Asian/Pacific Islander
- 7.3% claim other race

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RTD Survey: 2011

- Half of respondents either live in a one-person household (24.2%) or two-person household (25.9%).
- 18.2% of respondents live in a three-person household
- 16.3% of respondents live in a four-person home household
- 9.3% of respondents live in a five-person household
- 6.0% live in a home with more than six persons

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RTD Survey: 2011

Customers were asked about the language spoken at home

- More than four-fifth of respondents (82.1%) speak English at home
- 12.9% speak Spanish at home
- 5.1% speak another language

Customers were asked about their age

- Over four-fifth of riders are in the 18-to-65 age bracket:
  - 28.0 % are between 18 and 35 years old
  - 29.1% are between 36 and 50 years old
  - 27.6% are between 51 and 65 years old
- 9.3% of riders are under 18 years old
- 6.0% are 65 and above

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RTD Survey: 2011

Customers were asked about their gender

- 55.6% of respondents were male

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Individual Income

Customers were asked about their individual income.

- 23.0% chose not to answer this question.

Among those who responded:

- 63.0% have individual income equal to or under $16,999
- 15.0% have individual income between $17,000 and $29,999
- 14.5% have individual income between $30,000 and $49,999
- 7.5% have individual income over $50,000

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Household Income

Customers were asked about their household income.

- 29.3% chose not to answer this question.

Among those who responded:

- 58.2% of respondents have household income equal or under $16,999
- 12.9% of respondents have household income between $17,000 and $29,999
- 14.6% of respondents have household income between $30,000 and $49,999.
- 14.3% of respondents have household income over $50,000

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Lifestyle

Customers were asked if they have Internet access.

- Half of respondents (50.1%) have access to the Internet

Customers were asked if they possess a smart phone.

- Close to one-fifth (18.8%) chose not to answer the question
- Among those who responded, 19.8% possess a smartphone

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Satisfaction Level

Customer were asked to rate various aspects of the service received from RTD on a scale of 1 to 5 (with 1 "dissatisfied", 5 "very satisfied")

- The level of satisfaction is very high, as all items received an average rating of 4.3 or above
- Overall satisfaction with the Blue Bus was rated an average of 4.7

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RTD Survey: 2011

- Also receiving an average rating of 4.7 were:
  - Driver is helpful and friendly
  - Driver is knowledgeable
  - Personal safety on bus
  - Cleanliness of bus
  - Buses are well maintained
- The number of customers giving a 5 rating was lower for:
  - Availability of schedule
  - Route schedule information
  - Posted signs at bus stops
- Response of telephone representatives was rated a 5 by 70.6% of respondents

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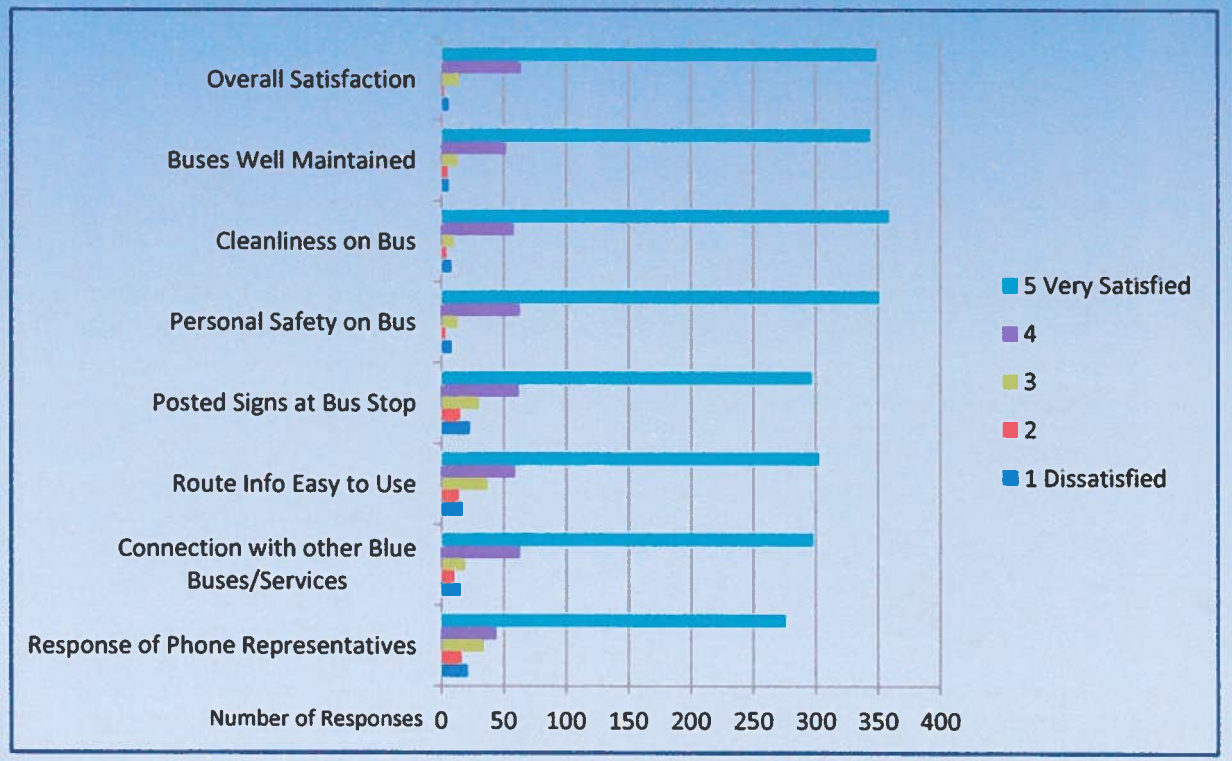
RTD Survey: 2011

- Customers are very satisfied by the service provided by RTD.



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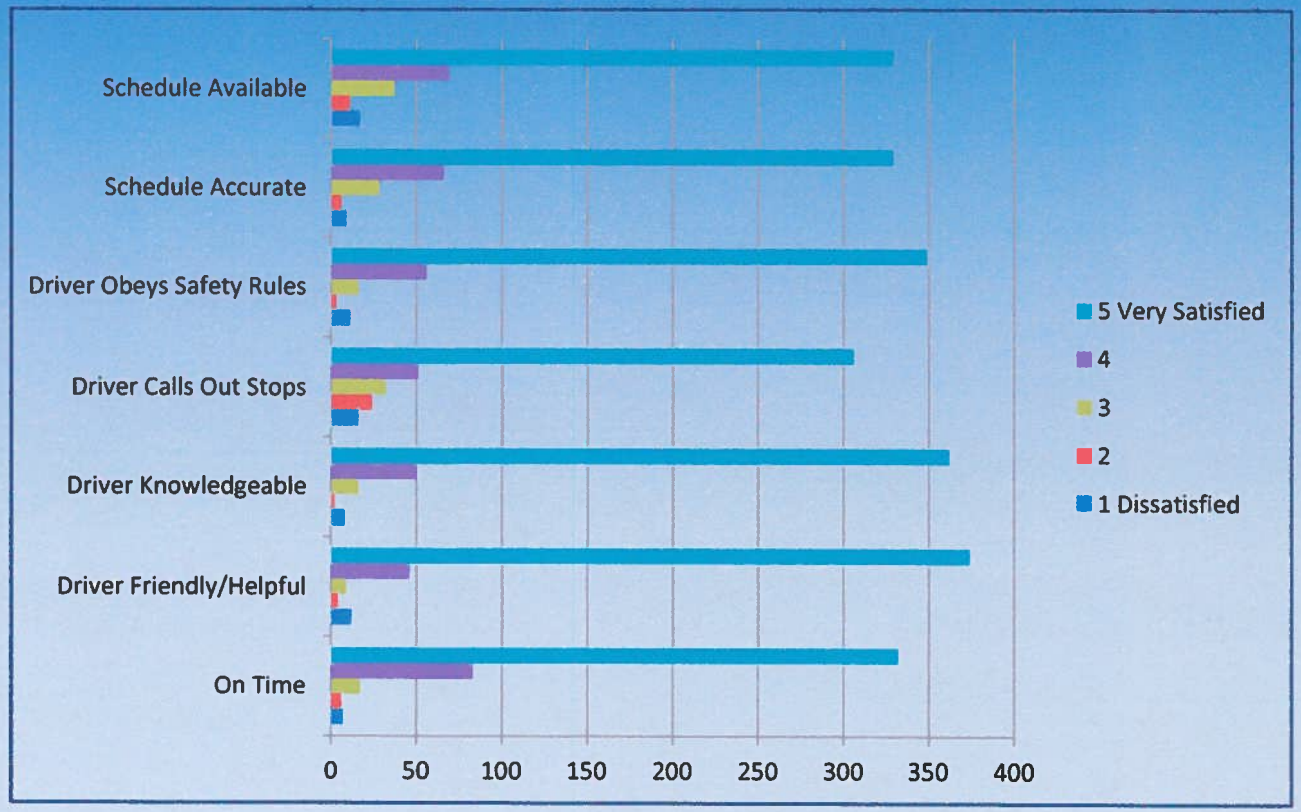
SERVING NORTH CENTRAL NEW MEXICO

RTD Survey: 2011



SERVING NORTH CENTRAL
NEW MEXICO

Riders were asked to provide any other comments and suggestions.

Summary

- Comments were generally supportive of Blue Bus service.
- Many people requested service on weekends.
- Many respondents had praise for their drivers.
- Several were critical about the survey and its personal questions.
- Many comments are requesting a change in the route, the addition of stops, or additional routes.
- Some respondents request benches (or additional benches) at stops.
- Several comments are objections to drunk people riding the bus.
- Some want to be allowed to drink water or coffee on the bus.
- Many riders from Edgewood to Santa Fe, and from El Dorado to Santa Fe, stress the need for a larger bus.

RTD
SERVING NORTH CENTRAL
NEW MEXICO

Do you have any other comments or suggestions?

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Riders from Edgewood to Santa Fe, and from El Dorado to Santa Fe, mention the need for a larger bus.

Verbatim responses, organized by route

Tesuque – Santa Fe

- I rely on the blue bus heavily and don't know what I would do without it.
- Not with other driver
- Why is personal information needed on this survey!
- Driver is cheerful. Thanks for the help.
- I have no vehicle, this service is very accommodating, especially during the winter.

Espanola – Santa Fe

- Good driving.
- Weekend service.
- The office/administration staff need to be customer service-oriented/friendly. Driver Rebecca Garcia is one of the BEST!
- Rebecca Garcia – want to thank her for being a good driver! Only thing I don't like is when people drink and ride the bus.
- Very nice lady, give her credit. Thank you.
- Rebecca Garcia, very nice lady.
- **What community do you reside in?** Everywhere.
- **What is your reason for riding the bus?** For all reasons.
- Keep Santa Clara route going to & from.
- Route 116 for appointments is sometimes difficult. Often given misinformation.
- Suggestion: I would like it if the blue bus going to Espanola from Santa Fe would run earlier, maybe sometime around 7:30am.
- Our driver, Rebecca Garcia, is a terrific person and driver.
- We could use more buses in Chamita, like a 7:00am route.
- Not happy with all the drunks getting on the bus. Since we all work all day we are very tired and they are very loud.
- Blue Bus should run on weekends.
- Need weekend transportation and seats at local stop and outskirts of town. Thank you.

- Could you have more seats at stop and also weekend transportation.
- Open buses on Saturdays and Sundays.

Questa – Red River

- I'd like a bus to leave Questa at 7:30am for Red River.
- Bus stop in San Cristobal

El Rito – Ojo Caliente

- Great bus service and very friendly bus drivers.
- Very confident and realiable driver – Jose – excellent.
- Sometimes really drunk. I think people also are allowed to ride the bus and they use a lot of abusive words. And they have very few stops. Find schedule one too long. We have to wait 30 to 45 minutes for service. And weekend service will be great help, especially for students and workers who travel like Santa Fe, Los Alamos & Taos.
- Driver is always very friend and accommodating.
- Weekend service will be great help to us riders.
- I want a route in Velarde.
- Need bus stop at Dominos, need signs at stop.
- Jose, Michelle and Rebecca are good drivers.
- Need weekend buses.
- Need weekend.
- Buses should come for a pick-up every 15 minutes.
- Weekends are needed.
- Elderly people also good for.
- More bus stops.
- More bus stops please.
- Weekends please, we need it.
- Run on Saturday at least.
- I most appreciate that the Blue Bus is free, but I would still ride if it charged 1-2 dollars.
- The buses are very much needed for people that live in rural areas and it would help a lo0t for the buses to run on the weekends.
- Most pedestrians walking, bus stops not 10 miles away.
- It would be wonderful (weekend service) and bus to casinos, city and Buffalo Thunder on weekends.
- It's nice compared to back in the days we had no transportation.
- We need a bus to go to Alcalde at least twice a day please.
- The bus should run to Velarde – Alcalde – and weekends.
- Riverside should run through lunch (both) buses
- Bus stop at Circle of Life on Paseo de Onate
- Buses are greatly appreciated and needed.
- If the El Rito – Ojo Caliente route drops us off at NNMNC. We don't need #3s need to ride Westside to NNMC. – (signed) Jose Antonio Lopez and students.
- I would like there to be an early bus that stops in Dixon.
- If Ojo Caliente – El Rito route would drop us off at the college we wouldn't need Westside route.

Questa – Taos w/Penasco pickups

- What does race and the amount of people in our home have to do with this question? I'm very unsatisfied with this survey.
- Transportation is great. Bring own coffee with lid. Have enjoyed riding the bus. Pick up in Questa should be 6:55 am.
- Pickup should be at 6:50 instead of 6:40 at Baptist Church, Questa. Be able to bring coffee or drinks on bus.
- Great local service.
- We would like to drink coffee.
- We want to drink water or coffee; we are adults.
- I think there should be more frequent bus runs throughout the day, not just early morning and afternoons.
- Need more trips into Taos.
- Nice service, need more hours for service.
- Just happy to have this service! Will be still continue to be free?
- Keep up the good work!
- Morning schedule to be changed at 1st Baptist Church at 6:50. Would like to have coffee on the bus.
- Too many personal questions! Stop spending taxpayers' money on nonsense! Great service, don't overdo it. Appreciate and acknowledge your drivers for they bring in and do all hard work! Thank you drivers!
- We are very fortunate to have service available to us for free!

Penasco – Taos

- Very satisfied with the RTD bus, only that bus route should be changed to previous time schedule as before in the afternoon only not in the morning due to appt schedules. Also very satisfied with bus driver that we have in Penasco area. One suggestion we have that would help while waiting for other passengers (time in between) passengers could be dropped off at some locations like Walmart, Supersave to do some errands after pick-up before coming home if only requested by passengers, we sure hope our RTD bus driver gets a raise when they get evaluated because they do an awesome job of transporting passengers on necessity times.
- Start Saturday route.
- Great service, thank you.
- Need weekend
- Make turn on stops
- Good, good drivers and times.
- Chimayo and Penasco buses do not coordinate.
- #1: earlier route from Penasco to Taos in the afternoon to give individuals a change to run their errands. #2: Bus stop at the Casitas (low-income housing)
- Would like to see the bus come a little earlier in the evenings so we could come and take care of appointments and leave a little earlier, around five, especially in the winter times. Also extra stops in Penasco.
- I wish there were more routes to and from Taos. I get out of school at 2:30 and there isn't a bus to Penasco until 2 hours later.

- Yes, I wish the bus soulc take me to Smiths where I work. I walk from Supersave to and from work every day and when it's raining and snowing I get to bus and work wet. Thank you so much for your consideration.
- Penasco bus is very clean at all times. Ermo is respectful and helpful. Should change time to allow for doctor appointments and shopping. One more bus stop at low income housing; have to walk 1½ miles to Rodarte to get bus and 1½ miles to church.
- Need bus stop at low incomes. Having to walk 1½ miles to get the bus is so far and dark.
- Buses should leave at 2pm so that other passenters can use the bus to do shopping and go to doctor appointments, etc. because as it is now there is not much time to get things done and passengers don't want to spend the entire day in Taos.
- I really appreciate the new metal "sheds". Please change the Penasco pickups from 3pm to 2pm so I can better do my Taos errands. I usually do not have enough time in Taos. Thank you for the service.
- More time in Taos would be nice. Please change the time from 3:00 to 2:00.
- We need more time in Taos.
- Pickup time should be 2pm.
- I appreciate the services but I wish we could have more time in Taos. Can you please change the schedule from 3pm to 2pm. Thank you!
- We need more time in Taos. Can you please change your time.
- Please change the Penasco pickups from 3 to 2. We need more time in Taos. Thank you!
- The services are great. I wish you could change the pickup time from 3 to 2 so I can have enough time in Taos.
- It would be nice to have more routes to and from Taos. I get out of school at 2:35 and there is not a bus to Penasco until 5:15. Ermo is also very nice and keeps the bus very clean. He deserves a raise!
- We live in Penasco and I would like the bus to start back to Taos earlier because people can have more time to do shopping and errands.

Pojoaque Route

- Mike Molina is the best!
- Mike Molina is a superb driver.
- Mike Molina is a great driver.
- A great and necessary service. Well done!
- The Blue Bus is nice and friendly.

Edgewood – Santa Fe

- Please bring us back to Edgewood.
- Need bigger bus for this route, at least 18-20 passenger.
- We need a bigger bus – we have people that want to ride but not the room. The bus is very helpful.
- We have had to bump people off the bus in the morning due to lack of enough seats. Other people are deciding not to ride for fear of being left in Santa Fe. A larger bus is needed.
- Need a larger bus sized to accommodate all riders, as a potential exists to leave riders stranded due to capacity of bus being too small. Thank you.
- We get bumped at the Stanley bus stop due to overcrowded bus.

- Sometimes you have more riders than seats.
- This service is very helpful – we need a bigger one as have more people than able to ride.
- The service is extremely helpful to me in getting to work from Albuquerque to Santa Fe without spending a fortune on gas and vehicle maintenance. Thank you.
- Our regular bus driver, MJ, is great but ... when there are drivers for him when he is off those drivers never seem to know our route and are either late or missing stops.
- Twice a week, ride bus from Sunport to Alb. Downtown – driver always leaves stop early.
- Thank you.
- Upon the regular driver out to find a very replacement until he is back from his absence.
- MJ is the best!
- Have a great day.
- Very helpful services.
- We need MJ back. Tired of hearing a baby crying.
- Excellent and safe driving skills! WE LOVE MJ!!
- MJ is a very good and courteous driver. Several riders on the Edgewood wus want him back please. We all like him and we need a bigger bus – MJ's bus – Please put back on Edgewood routes.

El Dorado – Santa Fe

- Leaving ElDorado, some drivers use the fast lane for left turn and 2285 and impede faster traffic because of poor acceleration of the bus. Some have a heavy foot on the gas and need to brake abruptly causing nausea for the passengers.
- A larger gus would create more room and comfort for passengers. This would encourage increased ridership.
- Schedule has too much time on some stops, driver has to wait sometimes 5 minutes before leaving for next stop. Should tighten up. ElDorado line has been promised larger bus for months, but nothing has happened. I like the fact that the bus has seatbelts. We love Charles as a driver! Don't give us Mary as a driver.
- We need a bigger bus for the ElDorado – Santa Fe route.
- Appreciate having this service available. Would take the bus more frequently if my work schedule was more flexible. Thank you.
- Weekend route from ElDorado to Santa Fe would be great!
- A larger bus for this route.
- A larger bus should be added at this route.
- Thanks!
- Could and when are we getting that bigger bus we were apparently promised? Thank you.
- Weekend runs would be great. A bigger bus would nice as well. Overall this service is useful and a benefit. Later time would be great use. Thanks a bunch!
- We would like a bigger bus. And running on the weekends would nice, also if there could be a bus that runs at 8:00pm that would be nice.
- Bigger bus for ElDorado – Santa Fe route.

El Rito – Ojo Caliente

- Thank you for bringing bus services. God bless.

- Pleased with service. Is it possible for bus to stop across from Borrego's when someone is waiting?
- It is necessary.
- The buses have been very helpful for me getting me where I've needed to go. Thank you.
- Make more bus schedules for everyone to have and buses available on the weekends. Needs improvement on drivers for Riverside on their attitudes with being more polite on the morning shift. Thank you.
- Weekend buses. Sometimes the drivers are rude; need to talk to them, especially the ElDuende route and Santa Fe's. And also put more hours on ElDuende Route mornings and evenings, especially after 2 – 5pm. Change our driver, help us please. Thank you.
- Maneja con cuidado y respeto, solo Espanol. Todas las personas que travajan en los Blue Bus calificacion de 10 sra.
- Please consider a stop #4 at NNMC of the 8:48 route from Ojo Caliente to Espanola. An instructor and students would greatly benefit if this stop were available!
- It would be very helpful for the people that don't live in town if the buses ran on the weekends.
- We need buses on weekends.

Espanola – Santa Fe

- The Blue Bus is very helpful and useful. As long as this service continues I'll continue riding the bus.
- Very nice driver.

Espanola – Riverside

- If the Santa Clara bus would go from Park&Ride back to Santa Clara at 5pm
- Great job guys!
- Bus stop across bridge by StopNEat. More bus stops, not 3 miles away.
- It is the best. We need it.
- We like the Blue Bus.
- Buses should come every 15 minutes to each pickup.
- I think we need weekend buses and more Abiquiu and Alcalde.
- Abiquiu routes need more and weekends.
- Please across from Borrego's (college) can he stop if someone is there?
- It would be nice to have a bus run in El Lano to Riverside because I walk from El Lano every morning. Thank you.
- Put more garbage cans.
- Very good for the community and people who don't have a ride or vehicles to get to school or work.
- I think a Velarde/Alcalde route would help most
- It would really be nice to run on weekend; also Velarde and Alcalde.
- Riverside and West Side should be on the weekends, and for people who work on weekends in Santa Fe, also other business like church and so on. Thank you.
- My mother lives in Alcalde. I need to get there.
- Mary is awesome.
- Should have two or one more route to Santa Clara.
- Mary is awesome.
- Blue are very good.

- Mary is awesome.
- Need Alcalde route.
- Mucha gente no saben de este servicio decir xradio. Gracis. Estos servicios give nos dan. A todos los Hispanos en Radio Oso dar informacion Radio Que Dice sobre este servicio Bus Blue.
- The one lady on couslonne Red is very rude ; don't know her name but I could find out. Number is 251-1882 call or text and I will safest. Thank you, Michelle Bond
- Please resume the Alcalde/Velarde route.
- Some bus drivers are not as helpful as others, some don't talk period, some not friendly, some bombos.
- It is very good on the Blue Bus. Good drivers.
- Please run on weekends.
- Joe and everyone is cool!
- Weekend services, later weekdays.
- Need more benches.
- Please get us transportation on weekends, we need it. More benches in more stops. Please look into changing person driving Route in El Avende.
- We need weekend transportation.
- Please place benches at the Middle Ranchitos – Riverside Drive. Please and thank you kindly at Snowbird, benches please! Dairy Queen and Fairview Sonic, please! Joe Cascias and Mary stop at all times.
- Keep drunks off bus.

Espanola – Santa Fe

- Weekends.
- El Llano needs route
- Michelle is the best driver RTD has. She has a great rapport with clients. What separates RTD from Park & Ride is Michelle's care for her clients. Great job!
- Keep it going.
- Very good think to have a ride, especially through suc good conditions as a student. It is nice to get out and around and fits my budget. Thanks!
- Gets me to and from work.
- Driver can't be beat! Thank you!!!
- People who answer the telephone are sometimes very rude, but bus drivers are very good.
- This is free! Amazing!
- The Blue Bus services is a great service for the community and for people who depend on the bus service to get to work or places they need to get to. *Michelle does an excellent job driving the bus everyday!
- Weekends
- More bus stops – weekend bus! Stop at Cities of Gold – pickup. Thank you all drivers! God bless you.
- The commuter bus to Santa Fe from Espanola should arrive at Sheraton at 7:50am.
- Satisfaction, friendly, beautiful
- Charge a buck to reduce the number of drunks and junkies riding.
- Just a thank you for all the services you provide.
- Michelle is good to us.

Chama – Espanola/Chimayo

- Very good services
- Place stops across from each other on Chimayo route.
- Start a Saturday route.
- Great service! Excellent drivers!
- Need a direct connection from Los Lomas Apartments to Big Rock. Trash pickup needed at bus sites. Earlier pickups before 8am are necessary.
- More driver determination of stops – Blue Bus management too afraid of lawsuits in case of accident at uninsured (more convenient) stops. Maybe not with drunks or youth, but older people like me between 40-70 know how to cross streets but have arthritis.

Taos – Espanola

- Want the Blue Bus to connect with the 4:20 Railrunner to come home to Dixon.
- I would like for the bus driver, Joey Olonia, to be recognized for the outstanding job he does. It would be great if he would be a salary increase.
- All buses need to post destination. Tired of guessing what bus is it? Put a sign in the window! Taos/Espanola is the best (Joey)!!!
- Telephone representatives are rude.

Pojoaque Route/San Ildefonso

- The Blue Bus is a much needed service here and is much appreciated! Thank you RTD.
- Please keep the custom route at $1.00 per person. Thank. Drivers are for the most part courteous and friendly. Today I had a driver that drove somewhat reckless – and seemed to be rushed. When you have your meetings that is dangerous and could be a health/safety issue.
- Please keep the Blue Bus running!
- Without this service I won't be able to go to certain places. Thanks a lot!
- Driver very friendly, good customer services, and helpful.
- I would like Roger to please count to give us this bus service. It helps a lot. Thank you.
- Thanks for the free services. I appreciate it very much. Took the RTD for jury duty, great experience and friendly drivers.

Edgewood – Santa Fe (Route 599)

- Hook the Edgewood bus up with the El Dorado bus and have one bus to downtown and have the other go to the prison, the Armory, and state offices far south on Cerrillos Road.
- I am glad we have a bus again. I would like to see our route modified slightly. The riders going to Corrections are on such a tight schedule that it would help them if we stopped in ElDorado, meeting up with the route from there to Santa Fe. The Corrections people would remain on the bus and go straight to South SF and those who go to S.V.H, Pera and DOT would board the ElDorado route and continue to SF.

Edgewood – Santa Fe

- The number of people riding the bus has increase, the number of seats is at at premium, worrying if you are going to have a seat and on ride home is stressful as there have been times the bus is full. We NEED a larger bus.

- We need a bigger bus so we don't have to worry about getting bumped, which has happened 3 times so far. RTD staff was very unhelpful when I called – just didn't care.
- Blue Buses from Santa Fe to Pecos and surrounding areas such as Rowe and Las Vegas in the County of San Miguel would be helpful.

DEMAND – Belen

- We are hoping to get the Alcalde/Velarde route back; there are many more passengers now.
- I have had problems where appointments aren't entered into computer. I ride the Demand buses.
- Schedule is not updated – some places no longer exist and it's confusing because no bus signs. Walmart dropoff is terrible – too busy of a road to cross.
- Content. Thank you.

Financial Summary – March 31, 2012

- The District is at the 75th percentile of the Fiscal Year
- Revenue received to date is 62.3% of budgeted revenues,
    - pending reimbursements from NMDOT for February
    - billing Tesuque Pueblo for the Tribal Transit reimbursement
- GRT Revenue
    - Is usually 2 months behind. Received GRT from the counties through January 2012 (this was received in March)
    - We have not yet received the GRT from Rio Arriba County for January
    - Los Alamos County GRT for the last 4 months has been less than was anticipated – mostly due to changes at Los Alamos National Lab.
    - Los Alamos is anticipating a decrease in GRT for next fiscal year
    - Santa Fe County GRT has been higher than anticipated for this fiscal year.
    - Taos County GRT has fluctuated this fiscal year

- Expenditures are not quite at the 75 percentile due to the delay in the completion of the Transit Center in Espanola.
    - Staff is in the process of purchasing new radios for the buses so this expense has not been processed yet.
    - Staff is in the process of purchasing parts for pending shelters, these parts are needed to complete the installation of the shelter and this expense has not been processed yet.
    - Operating Expenses are lower than the 75% due to the fact that the District purchased new buses that are under warranty and have lower maintenance costs as a result.
    - Non-RTD Operating Expenses – District has only received the 1st and 2nd quarters invoice from Los Alamos County and only the 1st quarter from City of Santa Fe. Rail runner invoices have been paid through the 2nd quarter.

Other Financial Updates

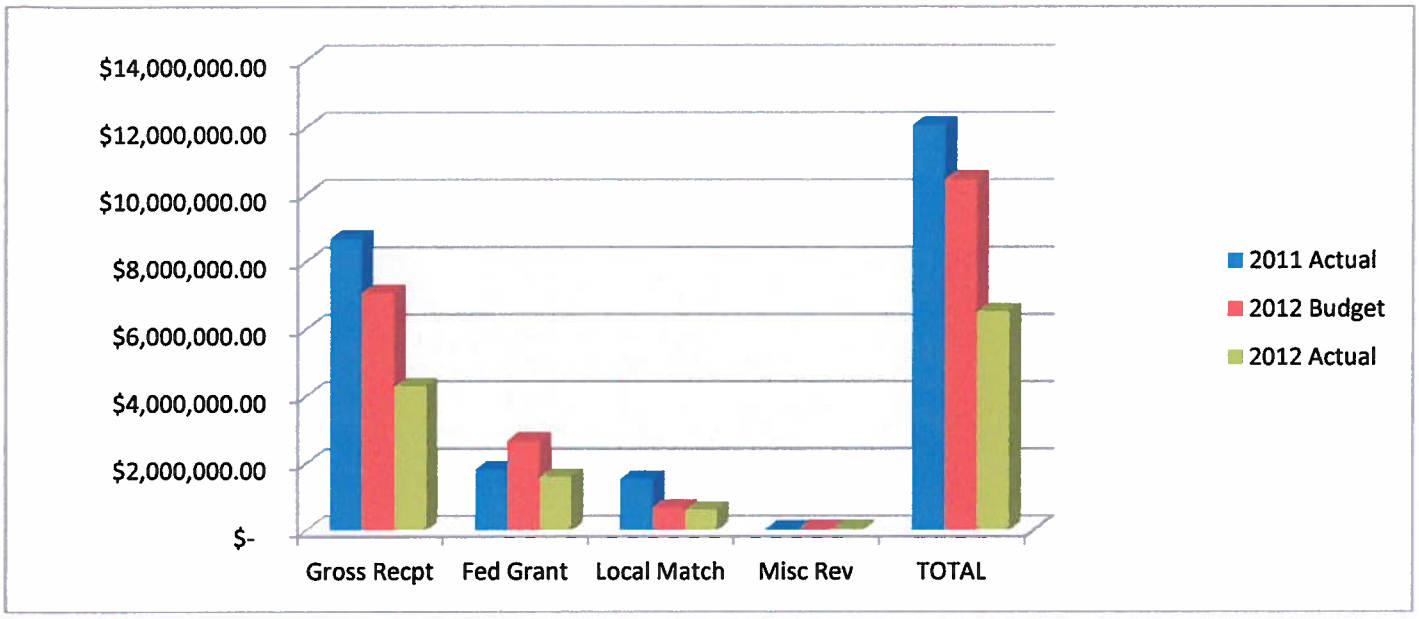
- Federal Transit Administration – Financial Management Overview
    - The auditors were in-house for 3 weeks.
    - We should have our first draft of the report around April 9. Management will get a chance to respond to any findings at this time. The final report should be ready around July
    - NM Dept. of Transportation audit – the auditor from the Inspector General is still asking for documentation. This audit goes back 4 years; covering the period from July 1, 2007 to September 30, 2011. As soon as this report is ready we will present it to the Board.
    - FY12 State Audit –the bid process for our external auditors is commencing. The Independent Auditor Request needs to tobe submitted to Office of the State Auditor on May 1. We anticipate starting our FY12 audit on September 1 if the closing of our fiscal year goes smooth.

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD Revenue by Sources

As of March 31, 2012

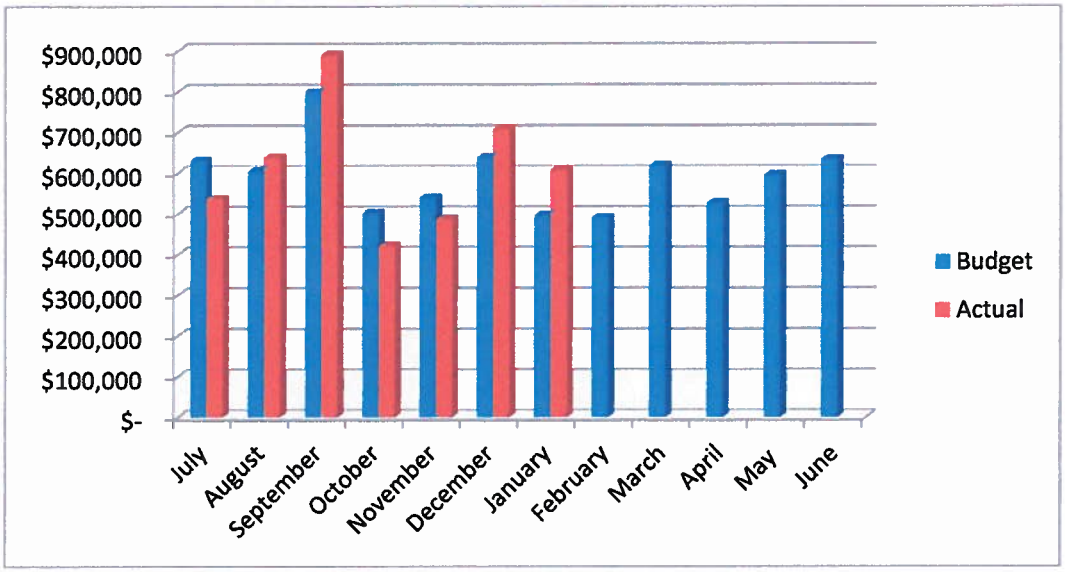


	2011 Actual	2012 Budget	2012 Actual	% of Actual vs budget
Gross Recpt	$ 8,683,972.79	$ 7,075,929.00	$ 4,288,847.85	60.6%
Fed Grant	$ 1,806,302.04	$ 2,654,582.00	$ 1,594,083.52	60.1%
Local Match	$ 1,540,000.00	$ 679,173.00	$ 600,000.00	88.3%
Misc Rev	$ 28,716.34	$ 40,000.00	$ 32,190.71	80.5%
TOTAL	$ 12,058,991.17	$ 10,449,684.00	$ 6,515,122.08	62.3%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue Thru March 2012



Budget to Actual FY2012

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 629,761	$ 537,428	85%
August	$ 603,758	$ 637,978	106%
September	$ 799,524	$ 890,381	111%
October	$ 502,282	$ 421,413	84%
November	$ 539,265	$ 487,320	90%
December	$ 639,028	$ 706,831	111%
January	$ 496,347	$ 607,499	122%
February	$ 491,010		
March	$ 618,868		
April	$ 526,774		
May	$ 595,163		
June	$ 634,149		
March 2012 YTD	**$ 7,075,929**	**$ 4,288,849**	**61%**

Prior Year vs. Current Year

($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 681,487	$ 537,428	$ (144,059)
August	$ 610,886	$ 637,978	$ 27,092
September	$ 879,235	$ 890,381	$ 11,146
October	$ 557,509	$ 421,413	$ (136,096)
November	$ 548,199	$ 487,320	$ (60,879)
December	$ 681,021	$ 706,831	$ 25,810
January	$ 514,956	$ 607,499	$ 92,543
February	$ 503,945		
March	$ 633,897		
April	$ 535,321		
May *	$ -	$ -	
June *	$ -	$ -	
March 2012 YTD	**$ 6,146,456**	**$ 4,288,849**	**$ (184,444)**

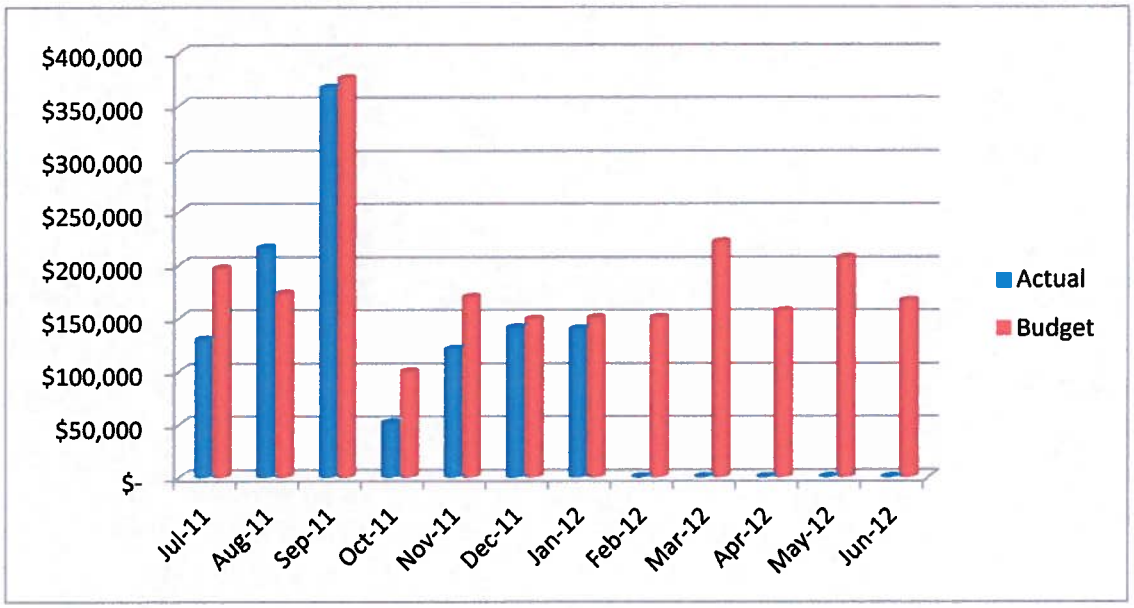
* Note in FY11 we only received 10 months of actual GRT due to the fact that the tax did not start until July of 2010 and GRT lags about 2 months behind

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



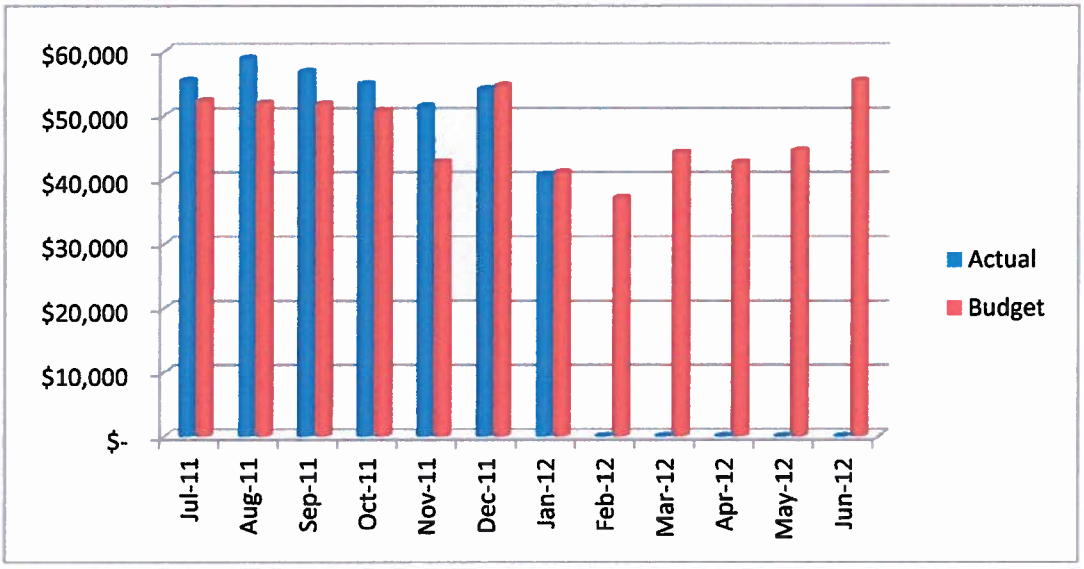
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/19/2011	Jul-11	$ 130,018	$ 196,543	66%
10/26/2011	Aug-11	$ 215,861	$ 172,528	125%
11/22/2011	Sep-11	$ 367,025	$ 375,711	98%
12/23/2011	Oct-11	$ 51,498	$ 99,157	52%
1/26/2012	Nov-11	$ 120,772	$ 169,430	71%
2/23/2012	Dec-11	$ 140,847	$ 148,735	95%
3/21/2012	Jan-12	$ 139,742	$ 150,174	93%
	Feb-12		$ 150,395	
	Mar-12		$ 221,554	
	Apr-12		$ 156,371	
	May-12		$ 206,503	
	Jun-12		$ 166,221	
	YTD Total	$ 1,165,762	$ 2,213,322	53%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



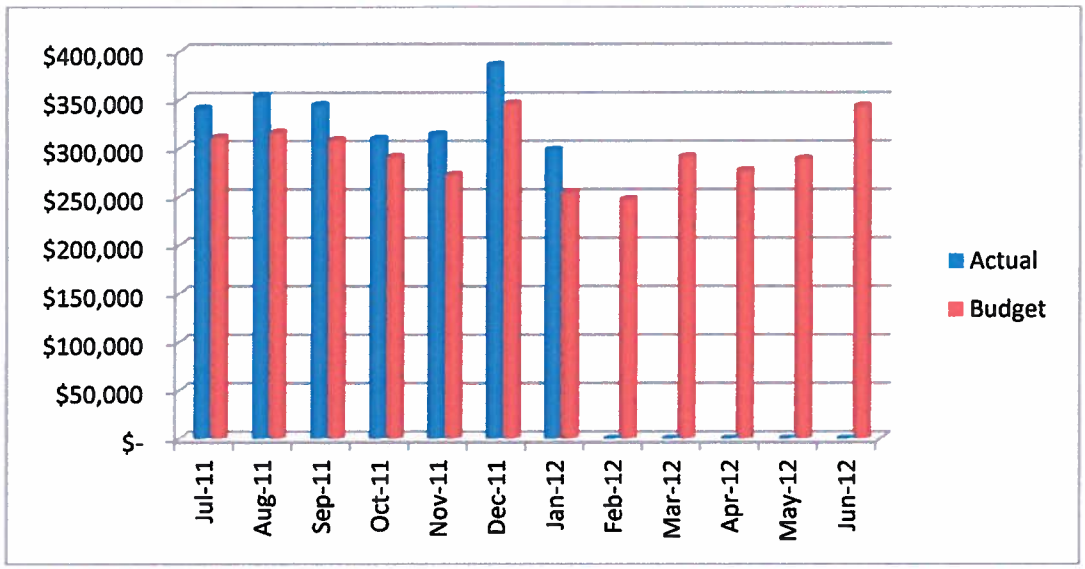
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
11/14/2011	Jul-11	$ 55,408	$ 52,248	106%
11/14/2011	Aug-11	$ 58,814	$ 51,907	113%
3/16/2012	Sep-11	$ 56,781	$ 51,764	110%
3/16/2012	Oct-11	$ 54,911	$ 50,656	108%
2/3/2012	Nov-11	$ 51,363	$ 42,696	120%
2/29/2012	Dec-11	$ 54,028	$ 54,550	99%
Not Received	Jan-12	$ 40,611	$ 41,019	99%
	Feb-12		$ 37,153	
	Mar-12		$ 44,146	
	Apr-12		$ 42,554	
	May-12		$ 44,516	
	Jun-12		$ 55,319	
	YTD Total	$ 371,916	$ 568,528	65%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/21/2011	Jul-11	$ 341,717	$ 311,575	110%
10/20/2011	Aug-11	$ 353,581	$ 316,188	112%
11/21/2011	Sep-11	$ 344,672	$ 308,913	112%
12/20/2011	Oct-11	$ 310,170	$ 291,347	106%
1/26/2012	Nov-11	$ 314,413	$ 272,539	115%
2/22/2012	Dec-11	$ 385,881	$ 345,997	112%
3/26/2012	Jan-12	$ 298,696	$ 253,909	118%
	Feb-12		$ 246,811	
	Mar-12		$ 291,525	
	Apr-12		$ 276,975	
	May-12		$ 289,396	
	Jun-12		$ 343,513	
	YTD Total	$ 2,349,130	$ 3,548,688	66%

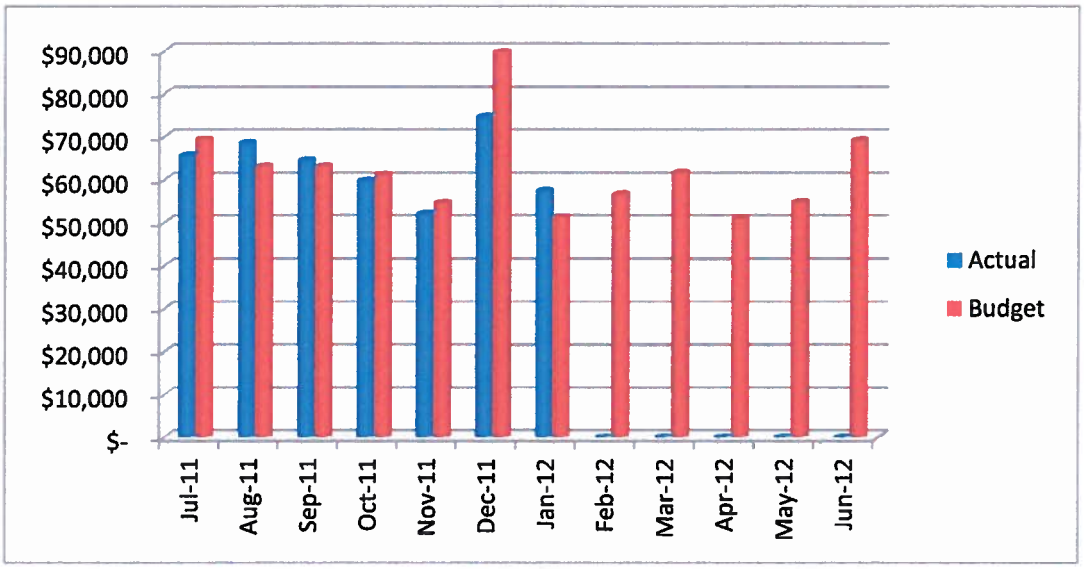
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

TAOS COUNTY

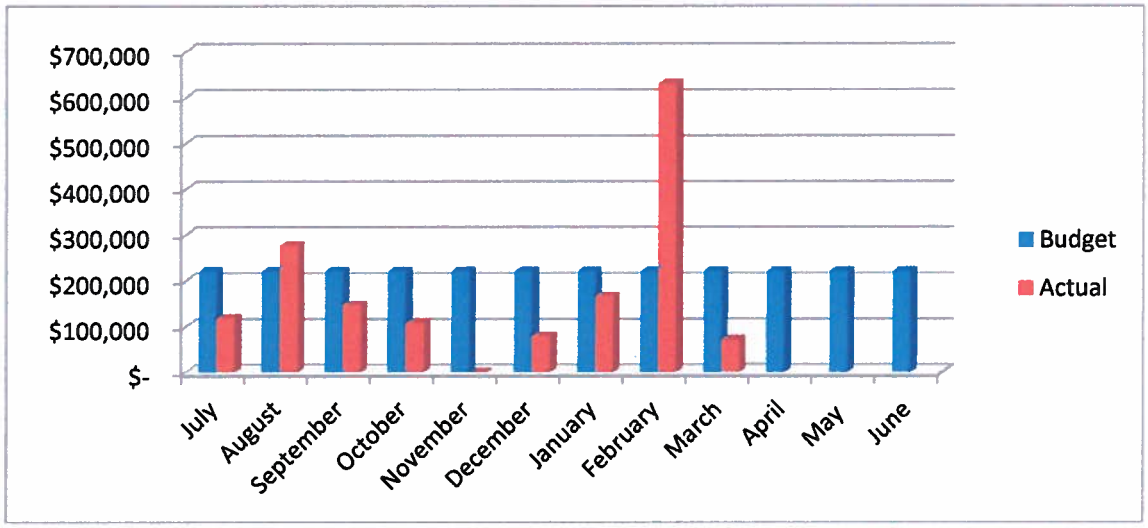


Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/21/2011	Jul-11	$ 65,693	$ 69,396	95%
10/20/2011	Aug-11	$ 68,537	$ 63,135	109%
11/23/2011	Sep-11	$ 64,462	$ 63,135	102%
12/22/2011	Oct-11	$ 59,745	$ 61,122	98%
1/20/2012	Nov-11	$ 52,134	$ 54,600	95%
2/22/2012	Dec-11	$ 74,712	$ 89,745	83%
3/21/2012	Jan-12	$ 57,367	$ 51,246	112%
	Feb-12		$ 56,650	
	Mar-12		$ 61,644	
	Apr-12		$ 50,873	
	May-12		$ 54,749	
	Jun-12		$ 69,096	
	YTD Total	$ 442,651	$ 745,391	59%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Grant Revenue



Budget to Actual FY2012
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 221,215	$ 117,255	53%
August	$ 221,215	$ 277,214	125%
September	$ 221,215	$ 147,307	67%
October	$ 221,215	$ 106,559	48%
November	$ 221,215	$ -	0%
December	$ 221,215	$ 78,638	36%
January	$ 221,215	$ 166,375	75%
February	$ 221,215	$ 630,114	285%
March	$ 221,215	$ 70,622	32%
April	$ 221,215		
May	$ 221,216		
June	$ 221,216		
February 2012 YTD	**$ 2,654,582**	**$ 1,594,083**	

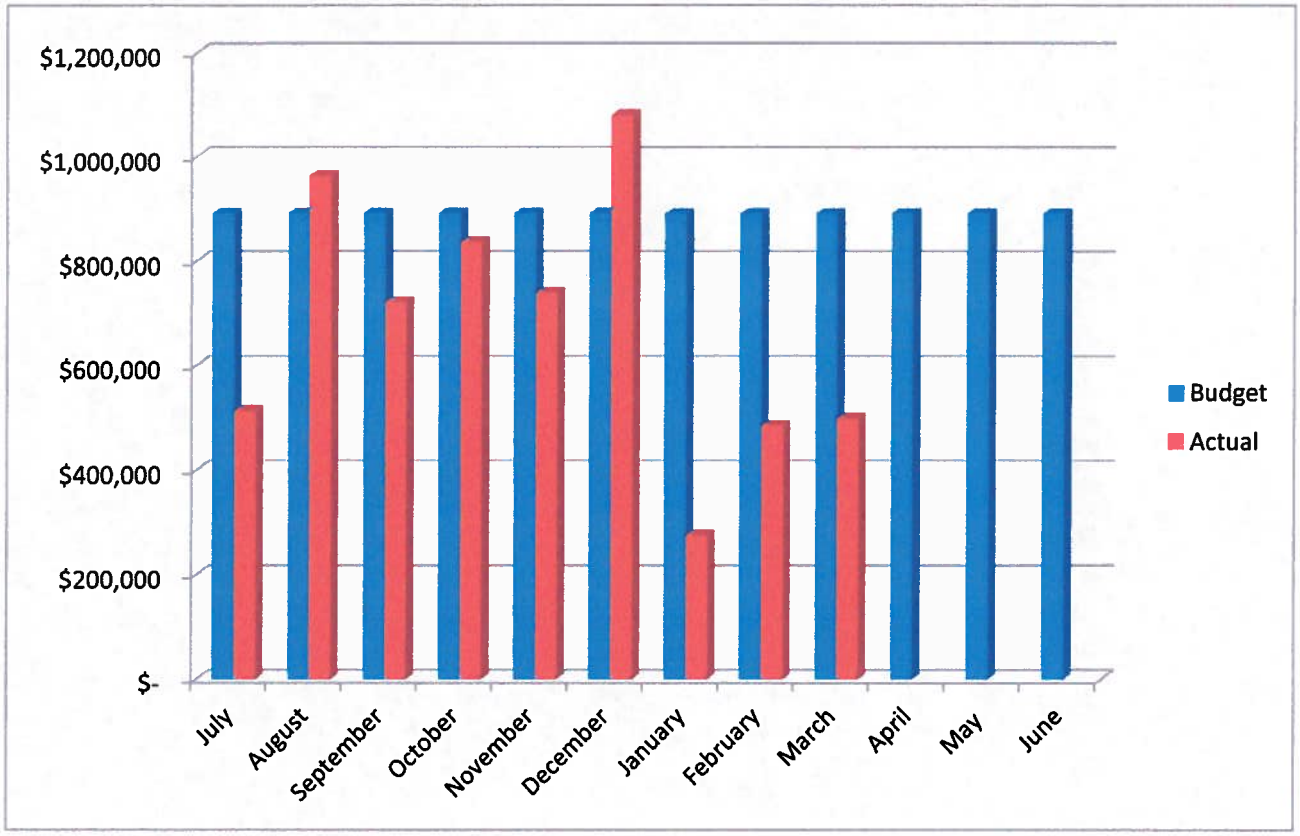
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 163,386	$ 117,255	$ (46,131)
August	$ 84,915	$ 277,214	$ 192,299
September	$ 115,647	$ 147,307	$ 31,660
October	$ 84,949	$ 106,559	$ 21,610
November	$ 148,331	$ -	$ (148,331)
December	$ 126,966	$ 78,638	$ (48,328)
January	$ 94,937	$ 166,375	$ 71,438
February	$ 8,241	$ 630,114	$ 621,873
March	$ 189,863	$ 70,622	$ (119,241)
April	$ 94,204		
May	$ 207,289		
June	$ 440,980		
January 2012 YTD	**$ 1,759,708**	**$ 1,594,083**	

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual	
	July	$ 891,640	$ 513,658	$ 377,982	
	August	$ 891,640	$ 963,643	$ (72,003)	
	September	$ 891,640	$ 721,573	$ 170,067	
	October	$ 891,640	$ 836,426	$ 55,214	
	November	$ 891,640	$ 739,593	$ 152,047	
	December	$ 891,640	$ 1,080,601	$ (188,961)	
	January	$ 891,640	$ 275,156	$ 616,484	
	February	$ 891,640	$ 485,137	$ 406,503	
**	March	$ 891,641	$ 498,674	$ 392,967	
	April	$ 891,641			
	May	$ 891,641			
	June	$ 891,641			
	January 2012 Y	**$ 10,699,684**	**$ 6,114,461**	**$ 4,585,223**	**57%**
	TOTAL NCRTD Budget	**$ 10,699,684**			

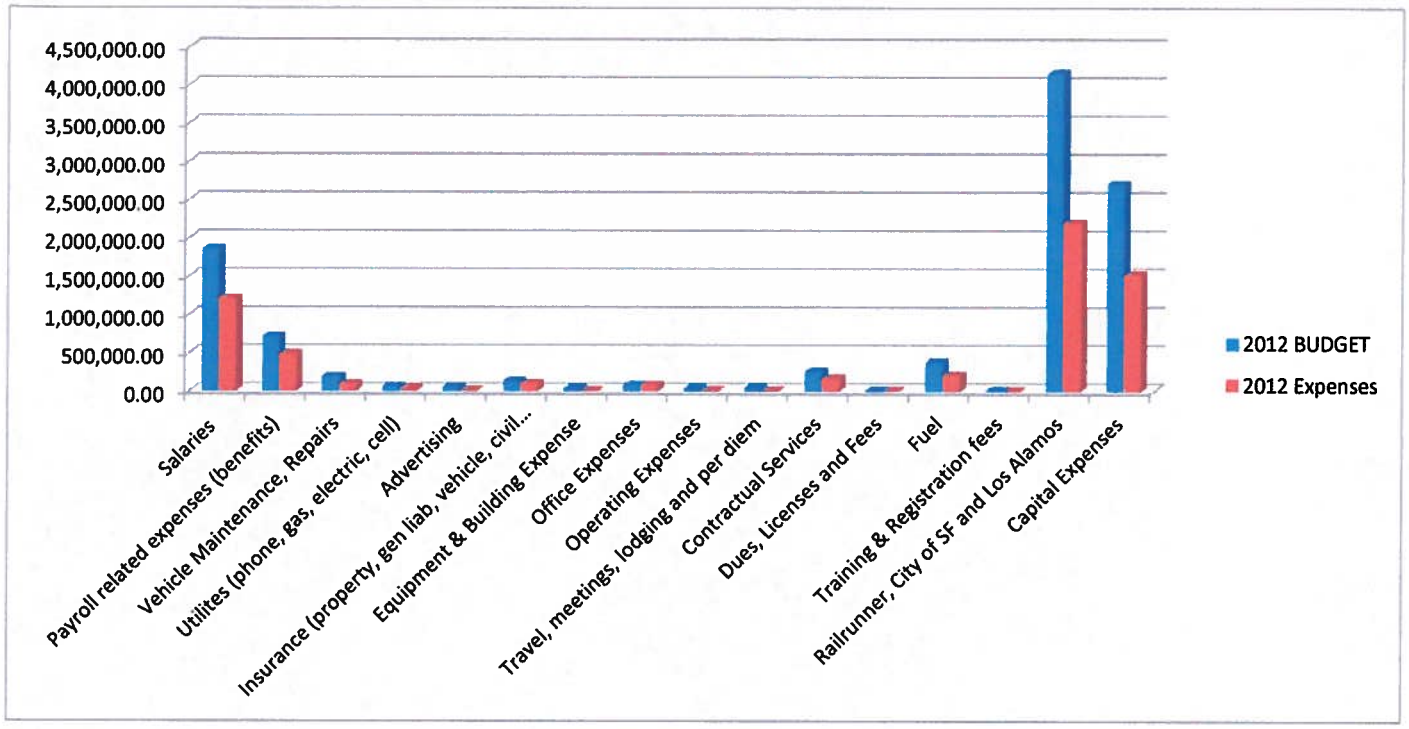
** Not a final number. Documents are still being processed

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD Expenses by Type

March 31, 2012



Comparative Expenses by Type

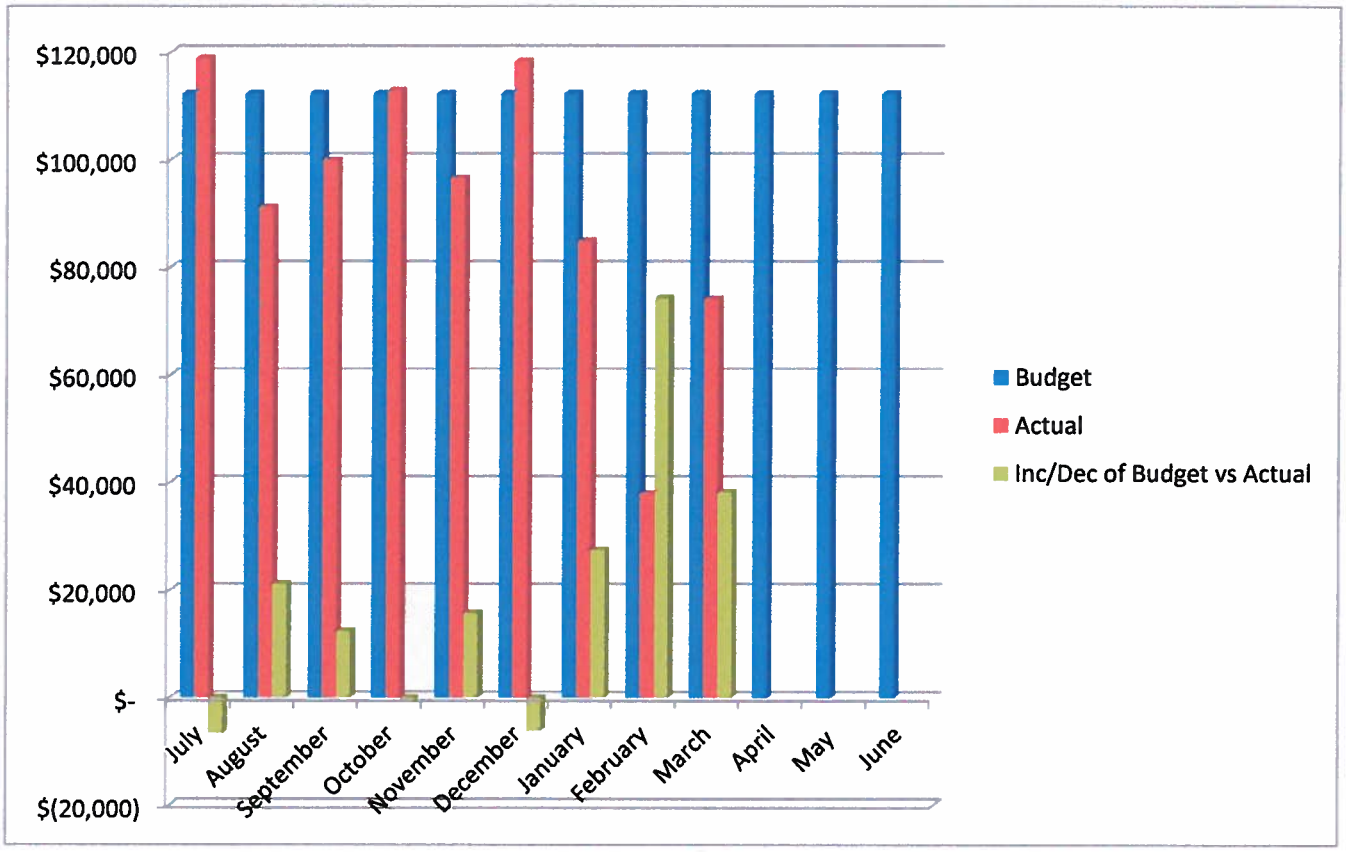
	2012 BUDGET	2012 Expenses	YTD Budget Variance - 75%
	$	$	
Salaries	1,858,672.00	1,216,002.13	65.4%
Payroll related expenses (benefits)	713,890.00	484,956.75	67.9%
Vehicle Maintenance, Repairs	189,000.00	87,334.86	46.2%
Utilites (phone, gas, electric, cell)	60,260.00	25,782.54	42.8%
Advertising	55,000.00	10,378.95	18.9%
Insurance (property, gen liab, vehicle, civil rights)	127,939.00	96,624.48	75.5%
Equipment & Building Expense	28,400.00	6,617.20	23.3%
Office Expenses	79,676.00	77,241.13	96.9%
Operating Expenses	30,900.00	9,087.42	29.4%
Travel, meetings, lodging and per diem	36,600.00	6,600.04	18.0%
Contractual Services	254,600.00	158,291.01	62.2%
Dues, Licenses and Fees	6,100.00	2,026.00	33.2%
Fuel	382,001.00	207,748.56	54.4%
Training & Registration fees	7,525.00	3,410.61	45.3%
Railrunner, City of SF and Los Alamos	4,157,160.00	2,202,152.74	53.0%
Capital Expenses	2,712,261.00	1,520,205.05	56.0%
TOTAL	10,699,984.00	6,114,459.47	57.1%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Administration Expense Summary

Year to Date Budget Variance - 75%



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 75%
	July	$ 112,226	$ 118,826	$ (6,601)	
	August	$ 112,226	$ 91,160	$ 21,066	
	September	$ 112,226	$ 99,915	$ 12,311	
	October	$ 112,226	$ 112,867	$ (642)	
	November	$ 112,226	$ 96,559	$ 15,667	
	December	$ 112,226	$ 118,295	$ (6,070)	
	January	$ 112,226	$ 84,838	$ 27,388	
	February	$ 112,226	$ 37,979	$ 74,246	
**	March	$ 112,226	$ 74,060	$ 38,165	
	April	$ 112,226			
	May	$ 112,226			
	June	$ 112,226			
	February 2012 YTD	**$ 1,346,706**	**$ 834,499**		**62.0%**

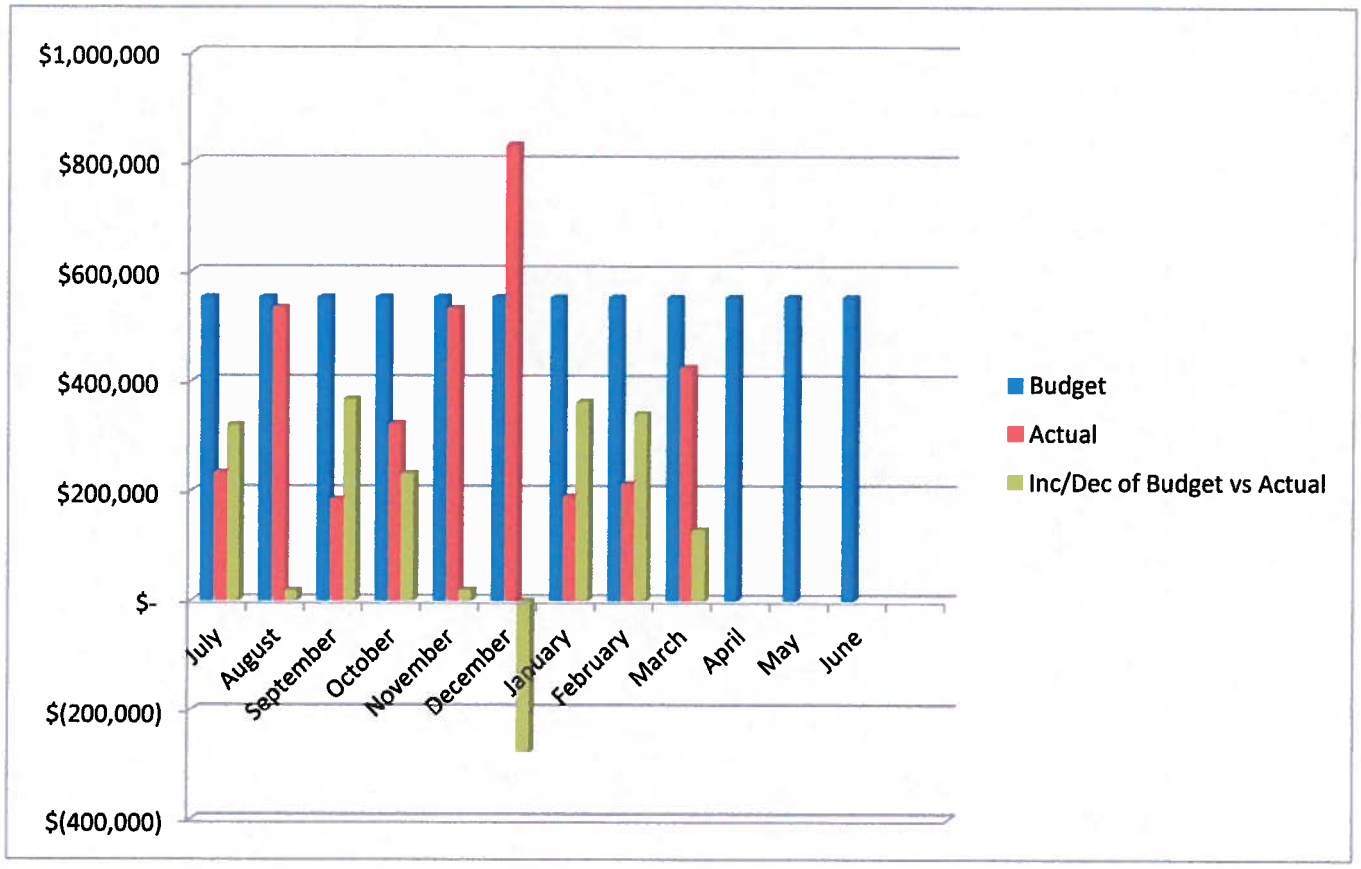
** Still processing documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Operating Expense Summary

Year to Date Budget Variance - 75%



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 75%
	July	$ 553,393	$ 233,373	$ 320,020	
	August	$ 553,393	$ 534,427	$ 18,966	
	September	$ 553,393	$ 185,668	$ 367,725	
	October	$ 553,393	$ 321,878	$ 231,515	
	November	$ 553,393	$ 533,302	$ 20,091	
	December	$ 553,393	$ 830,383	$ (276,990)	
	January	$ 553,393	$ 190,318	$ 363,075	
	February	$ 553,393	$ 212,341	$ 341,052	
**	March	$ 553,393	$ 424,614	$ 128,779	
	April	$ 553,393			
	May	$ 553,393			
	June	$ 553,393			
	February 2012 YTD	$ 6,640,716	$ 3,466,304		52.2%

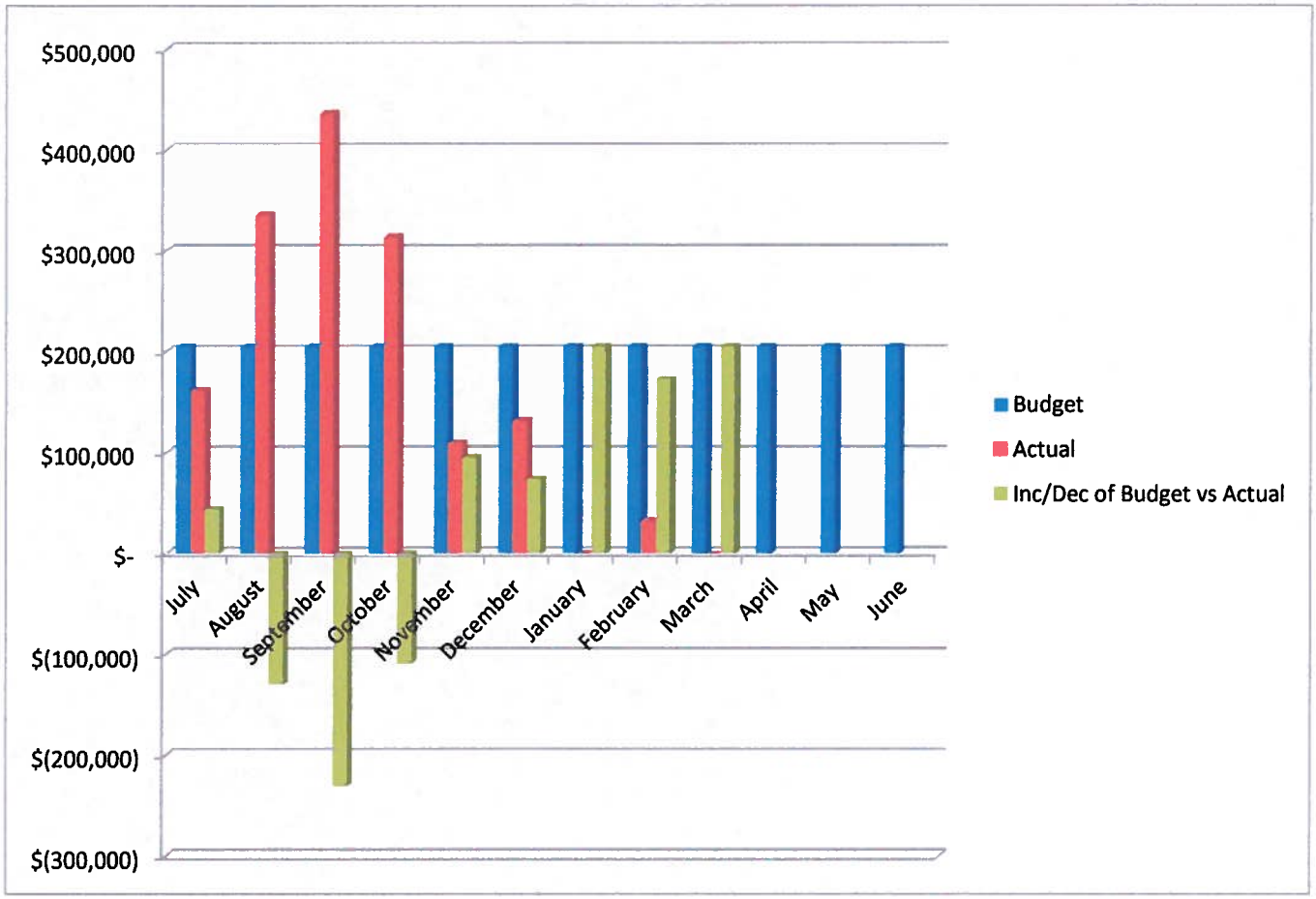
** Still processing documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Capital Expense Summary

Year to Date Budget Variance - 75%



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 75%
	July	$ 205,188	$ 161,459	$ 43,729	
	August	$ 205,188	$ 335,292	$ (130,104)	
	September	$ 205,188	$ 435,990	$ (230,802)	
	October	$ 205,188	$ 313,674	$ (108,486)	
	November	$ 205,188	$ 109,732	$ 95,456	
	December	$ 205,188	$ 131,625	$ 73,563	
	January	$ 205,188	$ -	$ 205,188	
	February	$ 205,189	$ 32,433	$ 172,756	
**	March	$ 205,189	$ -	$ 205,189	
	April	$ 205,189			
	May	$ 205,189			
	June	$ 205,189			
	February 2012 YTD	**$ 2,462,261**	**$ 1,520,205**		**61.7%**

** Still processing documents. Not a final number

North Central Regional Transit District (NCRTD)

Minutes of the Finance- Sub-Committee Meeting
March 23, 2012

NCRTD Conference Room
Santa Fe, NM 87507
9:00 am – 11:00 am

ROLL CALL:
At 9:07 am Chairman Tim Vigil asked Kelly Muniz to take roll.

Members Present:

Pueblo of Pojoaque	Tim Vigil, NCRTD Finance Committee Chair
Los Alamos County	Councilor Geoff Rodgers (telephonically)
Rio Arriba County	Andrew Martinez
Taos County	Jacob Caldwell (telephonically)
Santa Fe County	Commissioner Kathy Holian

Members Absent:

NCRTD Staff Members Present:
Anthony Mortillaro, Executive Director
Kelly Muniz, Financial Manager
Jim Nagle, Public Information Officer

Chairman Vigil asked if there were any changes to the agenda or if anyone had anything else to add. Mr. Mortillaro stated he would like to add an Item B for discussion only regarding the re-draft of the NCRTD Personnel Rules.

Chairman Vigil turned the meeting over to Mr. Mortillaro

ITEMS FOR DISCUSSION/RECOMMENDATION:

A. Sick Leave Incentive Programs:

Presented by Anthony Mortillaro

Mr. Mortillaro wanted to give a quick background for the new members on the Sub-Finance Committee. He stated that the sub-finance committee has previously reviewed the personnel policies and that we were asked to look at some different programs for sick leave.

Mr. Mortillaro stated that the District has a history of high sick leave usage, he asked the members to look in their packet at the chart where we show what the usage was in FY2010 – 97%, FY2011 – 63% and FY2012 year to date – 73% - overall sick leave utilization is high. Mr. Mortillaro states that there are legitimate reasons for sick leave and there are reasons not to use it. Our current leave policy is a "use it or lose it" policy. For example if an employee leaves or retires they lose their sick leave.

Mr. Mortillaro explained that he has worked in other organizations that had a sick leave buyback program and others where employees could transfer a certain percentage to annual leave. Some employees save sick leave as a financial security measure and some don't. Mr. Mortillaro states we are part of the State of New Mexico's health and benefit program. The State of NM has a short-term disability plan and we found out recently that the State changed from a 7 day to a 28 day waiting period before short-term disability starts.

Mr. Mortillaro does not think that this has been clearly communicated to employees and they don't realize that if an illness happens they will have to use sick leave and annual leave to cover their absence.

Mr. Mortillaro states he has included the minutes from the February sub-finance meeting, a sampling of other questions and the general leave program he instituted in another organization. After the last meeting the committee directed him to look at a sick leave buyback and a transfer program.

Mr. Mortillaro explains the Sick Leave Sell Back Program – employees can sell back up to 40 hours of sick leave after they have a bank of 160 hours. If the committee recommends this program then we would have to come up with an internal procedure to handle this. The cost of this program would be approximately $6,231. This is based on our current employees who have a bank of 160 hours. We have 9 employees at an average hourly rate of $17.

Commissioner Holian asks if it costs more when drivers are on sick leave because we have to pay them sick leave and find a replacement. Mr. Mortillaro states yes and that it is usually at time and half for replacement drivers. Commissioner Holian states maybe the offset would be that we may not have to pay at time and half. Mr. Mortillaro states yes and that is what is hard for us to predict. Andrew Martinez states that the public schools system for substitute teachers where we may have stand-by drivers who we can call at random with the understanding that maybe the job would turn full-time. Mr. Mortillaro states we already have that practice in place.

Mr. Mortillaro states when staff is out on leave we have our dispatchers also drive and there are times we run into real shortages between illness/injuries and terminations. Andrew Martinez asks how long is the turn around process. Mr. Mortillaro states we keep the application open all

year and once the application is done a background check, physical and drug test are completed and then with training it could be up to 4 weeks before a position is filled.

Commissioner Holian asks if we are understaffed with drivers now. Mr. Mortillaro states he does not think so, but this is something we are looking at with this budget cycle. We are going to need to have a person to go to all the shelters to keep them clean and weed free. The Board may see a request for more positions. We now own our own facility and we are going to need to maintain it, so we may need a person to maintain facility and perform custodial functions.

With this new facility we will find that new issues will arise that will place demands on staffing levels. If we can get additional productivity by not using sick leave then that is our goal.

Mr. Mortillaro explains the Sick Leave Transfer Program – this will allow an employee to transfer up to 80 hours of sick leave to their annual leave. With this program management staff would have more control because all annual leave needs to be approved in advance. Employees would be required to keep a minimum balance in sick leave of 80 hours. If the committee selects this program then we will have to look at the current policy – right now our policy is to allow employees to carry 2 times their annual rate of annual leave from year to year and if we allow employees to transfer sick leave then we will have to increase the cap of 2 times. If we don't increase then employees will max out on annual leave and lose it.

Mr. Mortillaro explains the different percentage rates that employees need in order to transfer.

Chair Vigil asks if any of the members on the phone have any questions.

Councilor Rodgers asks if we have looked at how the transfer program would affect overtime? Mr. Mortillaro states that it should minimize sick leave usage. The other beneficial effect could be that employees have a way to get a benefit and not use sick leave. On the other hand would usage of annual leave go up? We do not think so if we increase maximum accrual balance. We would be able to better look at this usage every year.

Councilor Rodgers asks how are we going to get this out to employees? Mr. Mortillaro states he would meet with employees and explain the benefits, he would show them the positive examples of how they would benefit. He would present them with the FAQ document. Councilor Rodgers states no preference thinks they are both good programs.

Commissioner Holian asks if the employees have been asked which they would prefer? Mr. Mortillaro states no, that he was directed at the last sub-finance meeting to establish an employee committee and he is in the process of doing so. So before this goes to the full board the employees would have been given a chance to give their input. The only complexity is the employees request for a union, is it going to look like we are doing this now due to the union issue We just did not want to give employees too many options so we were hoping to narrow it down.

Andrew Martinez states after reviewing and listening to the feedback he is impressed with both programs, why not adopt both and see which would work. Mr. Mortillaro suggests if the

committee does not want to pick then to let the employees choose. In the past he has allowed the employees to choose. Chair Vigil asks if employees are given a choice would they be locked into that program. Mr. Mortillaro states yes. Chair Vigil states both are good programs. Mr. Mortillaro states he would let Ms. Muniz speak on why they can't jump back and forth. Ms. Muniz states that by allowing employees to jump back and forth would be a tracking nightmare and we don't have the staff nor software to accommodate this type of tracking. We have 46 employees and just getting simple changes from them is difficult, so no they have to choose one program or the other. Plus budgeting would be near to impossible since we would not know what program the employees would choose and we have to plan our budget 3 or 4 months ahead of time.

Andrew Martinez states to let employees choose, then they would feel that the organization cares by allowing employees some input. Mr. Mortillaro agrees to let the employees choose as long as the committee agrees with the 2 programs.

Chair Vigil asks Jacob if he has any comments. Mr. Caldwell states they are both good programs and he is good to move forward. He states Taos is having a similar problem with abuse of sick leave. Taos has a sick leave donation and a sick leave bank, he feels that Tony's programs are a more modern analysis. Mr. Caldwell asks if Tony has ever encountered the donation/banking programs. Mr. Mortillaro states yes and that the district has a donation program but we have never used it. With policy changes and changing the threshold we could get away from the donation program. Mr. Mortillaro states we are now putting sick leave on the employees for them to manage their own leave. Mr. Mortillaro states he has not developed or utilized a donation/bank program.

Mr. Caldwell states he is pleased to have the benefit of this analysis, feels the payout may be more attractive to employees and it more straightforward. Feels this is a good way to hold employees accountable and prevent abuse.

Commissioner Holian agrees with Mr. Caldwell and is good to go with either one, has no experience with either one but feels these are a good strategy.

Councilor Rodgers agrees to let the employees choose and give one choice for the district.

Mr. Mortillaro recaps that we are going to ask for one program for the district that is to be adopted by the board.

Our next step is to start with the employee working group and going over the personnel policies with them. Once the employee working group has finished the final personnel policy will come back before the sub-finance committee before going to the Board for final approval. Chair Vigil asks if the committee needs to meet on this or can it be done by email. Mr. Mortillaro states this subject can be done either way.

Chair Vigil states he would like the sub-finance to start to meet quarterly. Mr. Mortillaro states the sub-finance will need to meet again in April to go over the budget.

Chair Vigil states that Mr. Mortillaro will meet with employees to go over the personnel policies and sick leave programs. Mr. Mortillaro states we will have 3 drivers, 1 Santa Fe and 1 Española staff on the employee working group.

Mr. Vigil states the next meeting will be April 27, 2012 at 9:00 am in the Santa Fe Office.

Mr. Mortillaro states the budget will be a bit different this year as we are starting a department type budget. Chair Vigil asks when will the budget be sent to the committee. Mr. Mortillaro states as soon as possible we may need 2 to 2 ½ hours for this meeting.

Chair Vigil thanks everyone for attending.

Adjourned at 10:01 am.

Tribal Sub-Committee Minutes
March 20, 2012 ~ 1:30-2:30 PM
Buffalo Thunder Resort

Present:	Mary Lou Valerio, Santa Clara Pueblo Tim Vigil, Pueblo of Pojoaque Anthony Mortillaro, NCRTD Staff

- Call to Order by Mary Lou Valerio, Chairperson
- Moment of Silence
- Roll Call by Mary Lou Valerio
- No Introductions Necessary since we all knew each other present
- Approval of Agenda
    - One change by Anthony Mortillaro to item #6 insert Tribal Grant Applications and move Meeting Schedule to #7.
- Ridership report was reviewed then we went into discussion of the Nambe Route.
    - Pojoaque Route has been extended to Nambe at the request of the Nambe Tribe,
    - Some stops in Pojoaque were not being utilized, therefore dropped
    - Request to rename the Pojoaque Route to Pojoaque/Nambe Route
    - We should try to get Nambe Officials to the table
        - They should try to attend the RTD Board Meetings, as public for now
        - They are free to join according to their Tribal process
        - They are to be invited to our Tribal Sub-Committee meetings
        - Tribal Official should approach Tribal Council for membership to RTD
        - They will then approach the RTD Board and request admittance.
- A letter had been sent in January, 2012 from RTD to all tribal entities that are not on the Board.
    - RTD received response letter from Questa
    - Phone call inquiry from Edgewood
    - No further follow-up
- Discussion for increase on Ridership
    - Utilize the new marketing person from NCRTD Staff, Jim Nagel
    - Ideas to increase ridership
        - MLV posted the schedules on the 2 bus shelters within the Santa Clara Pueblo.
    - Discuss Pueblo Options:
        - Increasing would be a worthwhile effort since Tribal ridership represents about 10% of annual ridership. There has been some decrease in ridership on some tribal routes.
        - Pueblo's communicate with members thru their individual newsletters, memos, etc on a weekly basis,
            - RTD may be able to tap into that publication
- Anthony has shared with Jim what I did, post the route schedules at the shelters
    - Would like to have some sort of posting of schedules for all the bus shelters
- Discussion on Graffiti
    - Report graffiti to NCRTD Office, they will send someone out to maintain the shelter
    - Anthony would like to request a new position for Shelter Maintenance in the FY13 budget for the following tasks:
        - Graffiti Removal

        - Trash pickup
        - Ensure schedule Routes are in place
        - Removal of weeds
- Schedule update or re-do some schedule time
    - Linda should ride all the routes at least once a year to ensure all is running smoothly
    - Bus schedules are from 2008
    - Need is to have schedules update and re-printed according to drivers input
    - Email to be sent out to Pueblos for their input for update on routes
- Tribal Grant Application
    - Senate just passed a new Transit Bill
        - Tribal has increased from $15 million to $30 million
        - This grants will not be competitive but will be formulated for tribes
        - Info from Senator Bingaman's office
        - This is the Senate Version and House has not passed the Transit Bill, though
        - Don't know what the formula will be based on (maybe population and # of Tribes?)
    - Process for submitting
        - FTA now accepting applications until May 10, 2012
        - Pueblo's to determine if they would like RTD to submit on their behalf
        - Email to be sent to request information from Pueblo's and their preference.
        - Is there a difference between this FTA application due on May 10th deadline and the August 30th application from last year with FTA?
            - Need to check
- Meeting Schedule
    - Quarterly schedule instead of monthly meeting, unless a special meeting is needed, we can arrange to have one.
    - Buffalo Thunder Resort shall be our place of meeting on the 3rd Tuesday (as it is) on a quarterly basis
    - Next Meeting on June 19, 2012 @ 1:30 PM

EXECUTIVE REPORT
For March 2012

EXECUTIVE

- Attendance at various NCRTD staff and subcommittee meetings, including Board, Tribal and Finance subcommittee meeting.
- Executive Director and the project manager for the Jim West Transit Center met with. Contractor regarding site issues and add alternatives at Jim West Center, and finalized discussions for proceeding with site improvements.
- Held ongoing discussions with the City Manager of Espanola regarding Silkey Way Road improvements and draft reimbursement agreement that was sent.
- Presented at Leadership Los Alamos on March 16 regarding Regional Transit.
- Attended American Public Transit Association Legislative Conference in Washington, DC from March 9 – 14.
- Met with Staff Members of Senator Bingaman, Senator Udall and Congressman Lujan on March 13, in Washington, DC.
- Met with FTA Financial Management Oversight auditors for exit conference.
- Attended Northern Pueblo's RPO meeting on March 7.
- Meet with Driver's to introduce new Operations Manager on March 7 and 8.
- Continued revision and creation of various NCRTD policies. Conduct an employee disciplinary appeal hearing
- Addressed with Legal Staff unionization representation matters.
- Completed Livability Grant and reviewed State of Good Repair and Veterans Grant submittals.
- Commenced development of FY 13 Budget request.
- Met with DOT Foil regarding various Technology matters.
- In the process of retaining services of a Hearing Officer.
- Participated on conference call to review NJIT Planning for Transit Supportive Development: Practitioner's Guide.
- Attended Los Alamos County Council meeting on February 28 regarding RTD funding.
- Created and put together materials for the Board's April meeting.
- Filled the positions of Transit Operations Manager and Public Information Officer.
- Executive Director maintained continuous communication with board members, subcommittee members, and Chair

OPERATIONS

- Worked on Tech Review Items
- Recruited 3 new transit operators
- Worked up Rider Suspension policy for future Board item.
- Fleet Manager training Edgewood drivers for CDL test.
- Prepare for the NMPTA conference attendees and Road-eo contestants
- Review and prepare training materials for new hires.

MARKETING/PUBLIC INFORMATION

- Joined NCRTD as Public Information Officer on March 19, 2012
- Attended weekly staff meetings, PIO meeting with Executive director and 3/23 finance subcommittee meeting
- Met with advertising reps from Taos News and KTAOS/Luna Radio
- Updated NCRTD website to include Nambe Pueblo stop
- Began developing general and trade media lists
- Spoke with Stan Cooper at AARP regarding Free Forum on Rural Transportation, Thursday, April 19 at Ohkay Owingeh Hotel and Conference Center, in which NCRTD will be participating. (9:30-11:00 am)
- Received and fulfilled public information requests from Santa Fe Reporter and Rio Arriba News
- Added PIO office as additional contact with District Chambers of Commerce
- Toured Jim West Regional Transit Center in Espanola
- Established internal program for distribution of pertinent news articles
- Began development of FY13 budget

SERVICE DEVELOPMENT

- Worked on February ridership report.
- Worked with DW Turner for cost on redesigning brochures
- Worked on Livability Grant for submission to DOT
- Was out of the office from March 8th – March 26
- Worked on road-eo selection for the NMPTA conference
- Completed the application for Veterans Grant funding and submitted to DOT